



Town of Poughkeepsie

Planning & Zoning

1 Overocker Road
Poughkeepsie, NY 12603

845-485-3657 Phone
845-486-7885/790-4772 Fax

Town of Poughkeepsie Site Development Checklist and Certification Form

Any changes requested in the construction of the approved development plan, or any request for waivers of those requirements, must be submitted in writing prior to implementation with an itemized explanation to substantiate the request. This tracking sheet is also to be used to indicate items where an inspection by the Town is sought. This form is to be updated and filed with the Town Engineer and Town Planning Department each month.

Date: _____

Building Permit No.: _____

Name of Project: _____

Tax Parcel Number of all parcels: _____

Name and Address of Record Owner(s): _____

This Form has been prepared by: (Insert Name, Address, Telephone, and NYS License Number):

Signature of Consulting Professional: _____

Item	Description	Town inspection this month? (Yes/No)	Waiver Requested? (Yes/No)	Check if No Activity	Explanation of Waiver
1	Grading Plan				

2	Sanitary Sewers (Gravity Line, Pump Station, Force Main Cleanouts, Grease Trap)				
3	Water Mains and Appurtenances (Meter Pit, Hydrants, etc.)				
4	Pavement/Hardscape				
5	Landscape/Plantings				
6	Storm Sewers (Pipe & Manholes)				
7	Stormwater Facility (Pond or other device)				
8	Parking & Loading				
9	Curbs or Curbs & Gutters				
10	Sidewalks				
11	Lights				
12	Street Trees				
13	Traffic Signs; Traffic Improvements				
14	Refuse Enclosure/Trash Containers				
15	Public Amenities (Benches, Bike Rack)				

Note: If an inspection by the Town is required for site work it must be with a minimum of 72 hours notice and in writing.

Inspection Items included in Certification:

Hardscape:

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concrete/Asphalt Curbing (Dimensions, Subgrade, Compressive Strength)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk (Dimensions, Subgrade Preparation, Compressive Strength)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asphalt Pavement (Dimensions, Subgrade Preparation, Mix Design)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Porous Pavement (Dimensions, Material Specs, Subgrade Preparation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pavers (Dimensions, Material Specs, Subgrade Preparation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stamped Asphalt or Concrete (Material Specifications, Surface Treatment)

Landscape:

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree Protection (Preservation (Conformance with Plans)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planting Bed Preparation (Material Composition, Thickness)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topsoil/Seed, Sod Installation (Material Composition, Thickness)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Placement/Layout and Numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trees/Street Trees (Verify Plant Types and Quantity)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shrubs, Bushes (Verify Plant Types and Quantity)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ornamental Plantings (Verify Plant Types and Quantity)

Storm Drainage:

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trench Backfill & Compaction (Dimensions, Subgrade Preparation, Density Tests)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backfill Material & Gradation (Dimensions, Subgrade Preparation, Gradation Tests)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pipe Size, Type and Slope (Material Specifications, Dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structures - Catch Basin, Yard Drain, Manholes (Shop Drawings, Dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Underground Vaults, Chambers, Storage Pipe (Shop Drawings, Dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-treatment Water Quality Device (Installed per Manufacturer's Literature)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basins/Pond (Dimensions, Permanent Pool, Aquatic Plantings)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inlet Pipe/Outlet Controls (Trash Rack, Orifice Size, Dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overflow Spillway (Dimensions, Riprap Stabilization Size/Thickness)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oil/Water Separator (Dimensions, Baffle Wall, Outlet Hood)

Water Utility:

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pipe Bedding and Backfill Materials (Material Specifications, Dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Witness Hydrostatic Pressure Test (Complete and Submit Forms)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Witness Disinfection and Flushing (Complete and Submit Forms)

- Review Test Results (Hydrostatic Pressure, Bacteriological)
- Submit Certification Forms and Test Results

Sewer:

- | <u>Yes</u> | <u>No</u> | <u>N/A</u> | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Inspect Gravity and Force Main Piping (Witness Installation prior to backfill) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Backfill and Compaction of Trenches (Dimensions, Material Spec and Testing) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pipe Type, Size and Slope (Dimensions, Material Specifications) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Deflection (Mandrel) Testing (Witness and certify to test) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vacuum or Air Pressure Testing of Manholes (Witness and Certify) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrostatic or Air Pressure Testing of Pipes (Witness and Certify) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrostatic Testing of Vaults or Manholes (Witness and Certify) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Witness Pump Station Start Up and Simulation (Witness and Certify) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Confirm Emergency Power Operation (Witness and Certify) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Review Alarm and Float Settings (Witness and Certify) |

General Site Work:

- | <u>Yes</u> | <u>No</u> | <u>N/A</u> | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site Grading - Cut/Fill (Conformance within Tolerance) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Construction of Retaining Walls (If Any) – (Review and Certify to Construction) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Installation of Subbase Materials (Dimensions, Material Spec., Compaction) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pavement Striping and Signage (Dimensions, Color, Conformance to Plan) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site Amenities (Benches, Trash Containers) – Conformance to Plans |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Refuse Enclosure (Dimensions, Materials, Color to Match Building) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site Lighting (Number, Type, Pole Height, Fixtures, Cutoff and Throw) |