

Town of Dover Planning Board

Town of Dover
126 East Duncan Hill Road
Dover Plains, NY 12522



(845) 832-6111 Ext 100

SUBDIVISION APPLICATION (Chapter 125)

Attached is the application packet required for your project. Please provide **ALL** information requested. **Nine (9) sets of ALL paperwork and maps are required. The Planning Board will accept three original set and six (6) copies with 11"x17" maps, and a flash drive and if the application is large, a link emailed to the Planning Board Secretary with all maps and documents would be appreciated with submission.**

Each set should contain:

1. An application form. In order for the Board to keep track of any changes during the review process, including lot count, a separate application form is needed for each step of the process; Sketch Plan, Preliminary Plat and Final Plat. All forms are included in your packet.

2. A checklist. Each step of the application process has a checklist, Sketch Plan, Preliminary Plat and Final Plat. The appropriate checklist must be completely filled out and accompany your application for each phase of the review process. Any requests for waivers for items on the checklist and/or additional materials requested by the Board must be in writing.

3. An Environmental Assessment Form. Only Part 1 of the Short or Long Form should be filled out by the applicant. For a full explanation of the State Environmental Quality Review Act please refer to the following NYS DEC webpage: <https://dec.ny.gov/regulatory/permits-licenses/seqr>. A link for the EAF mapper which will generate a partially completed SEAF or FEAF Part 1 <https://gisservices.dec.ny.gov/eafmapper/>.

4. The disclosure statement. This statement must be signed. The name, address and the nature and extent of the interest in this application of any state officer and any officer or employee of the Town of Dover and/or the County of Dutchess must be stated; if there is none, the word "none" should be inserted in the appropriate space when signing the document.

5. Letter of Agent. If you are authorizing someone else to represent you.

6. The set of map(s). each set put together in the order of these instructions *(do not copy this application cover/instruction sheet)*. Please fold maps with the name of the project/applicant showing.

All submittals are required by the deadline dates set by the Planning Board and posted on the Town of Dover website, clearly marked to the attention of the Planning Board. Applications with missing information will be returned for completion. Please be sure to provide a Primary contact phone number, address and an email address that is valid.

The Planning Board's regular monthly meeting is the 1st & 3rd Mondays of each Month at 7PM in the Dover Town Hall.

Town of Dover Code is available on the Internet at <http://www.ecode360.com/DO1139>. You may also contact the Town Clerk at (845) 832-6111 Ext 112 to obtain a copy of the zoning laws for a fee. Tax grid numbers (on property tax bills) and zone districts can be obtained from the Town Assessor's office @ (845) 832-6111 Ext 105.

For your convenience, you may contact the Planning Board Secretary at (845) 832-6111 Ext 100; or email: LandUse@DoverNY.gov.

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FEE SCHEDULE

Chapter 65 – Erosion and Sediment Control (over 200 cu yds)

Erosion Control Initial Escrow	\$2,000.00
Erosion Control Permit	\$ 150.00
Erosion Control Permit Renewal	\$ 150.00

Chapter 125 – Subdivision of Land

Initial Escrow	\$2,000.00
Subdivision - Application Fee	
• One Lot	\$ 200.00
• 2-4 Lots	\$ 525.00
• 5+ Lots	\$ 775.00
Lot fees per new lot created	\$ 50.00

Recreation Fee in lieu of land

- For subdivisions involving less than three lots—fee per lot or unit \$ 3,500.00
- For subdivisions involving three or more lots- fee per lot or unit \$ 5,000.00

Chapter 145- Zoning

Initial Escrow	\$ 2,000.00
Special Permit	
• Minor Project	\$ 475.00
○ Per 500 sq. ft of building area	\$ 50.00
• Major Project	\$ 575.00
○ Per acre of development	\$ 110.00
Site Plan	
• Minor Project	\$ 475.00
○ Per 500 sq. ft of building area	\$ 50.00
• Major Project	\$ 575.00
○ Per acre of development	\$ 110.00
Recreation Fee in lieu of land for site plan or special permit	\$ 4,000.00
Renewal of Site Plan/Special Permit	
Minor Project	\$ 475.00
Major Project	\$ 575.00

**** Separate checks should be made for the application fees and for escrows made out to the Town of Dover**

Application fees and initial escrow are due with application submission.

Fees subject to change.

Applications with unpaid fee will not be heard.

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SUBDIVISION PROCEDURE PER CHAPTER 125

The purpose of this information sheet is to guide you through the application process. The application packet that you have received needs to be thoroughly reviewed and completely filled out. The minimum requirements to have the first meeting with the Planning Board are outlined in the Sketch Plan Checklist.

Sketch Plan:

The first meeting with the Planning Board will be to review and discuss the sketch plan submittal. At this meeting, comments will be provided to the applicant concerning the proposal. Comments from the Planning Board will be given verbally. There may also be verbal and/or written comments from the Planning Board's Attorney, Engineer, Planning Consultant, and/or other Town Officials. It is in the applicant's best interest to bring note taking materials. A determination as to the type of action under the State Environmental Quality Review Act will be made at this time.

Preliminary Plat:

In order to proceed to preliminary plat review, the applicant must submit all items on the Preliminary Plat Checklist, provide the Preliminary Plat Plan Application, and provide all additional information requested at the Sketch Plan discussion meeting. Any items not included must be addressed by the applicant in writing. You will be notified if the application is not accepted due to incompleteness.

Some projects require consultant review by the Town Board's engineer, planner, and/or attorney. In this instance, the reasons will be explained to you by the Board, and the process of establishing an escrow account to cover the additional costs will be initiated. The application may also be referred for comment from the relevant town, and other, jurisdictional agencies. If the State Environmental Review process requires comment from an expert consultant, of the Board's choosing, the need for this review will be explained and the appropriate escrow fees for this review initiated. The escrow account will be reconciled during the review process and prior to final approval. All fees must be paid prior to the chairman signing the maps.

If the Planning Board determines that additional matters need to be addressed before a public hearing can be scheduled, the application will be tabled as incomplete to allow you time to develop the responses to the Board's questions and return to a subsequent meeting. The Planning Board office will remain in contact with you during this period. It is important to note: the timelier you submit the requested materials, the more expedient the process will be.

Public Hearing:

If everything is in order and all questions of the Board are satisfied, the Board will direct the Planning Board Secretary to schedule a public hearing for your project for the next regular monthly meeting. You will be instructed to place a sign, obtained from the Planning Board office, on the subject property containing the public hearing date and time.

At the public hearing, abutting property owners may appear pursuant to a notice sent to them by the board office; other members of the public are also allowed by law to attend and may introduce information to the record, or simply request information about the project.

If there are additional matters to address pursuant to the opening of the public hearing, discussion will be tabled and the hearing will be extended to allow you time to address the matters and return to the board at a subsequent meeting.

If no adverse environmental impacts or other impediments are discovered, the Board will close the public hearing and a vote will be taken.

Final Plat:

Within six months after tentative approval of the preliminary layout has been granted, you must file with the Planning Board an application for approval of the subdivision plat. The application must include the Final Plat application sheet and the Final Plat checklist.

When your application was given tentative preliminary plat approval, the approval by the Planning Board may have contained conditions which need to be met either prior to the signing of the maps by the Chairman, or issuance of a building permit, or issuance of a C.O. Some conditions might be: payment of all fees to include escrow or recreation fees, County Health Department endorsement or other jurisdictional agency approvals (e.g. highway curb cuts).

When the conditions have been met, your maps will be accepted for the chairman's signature and processing. If the conditions pertain to the construction phase, the building department will receive a written copy of those conditions for inclusion in their site inspections.

As stated in NYS Town Law §276.11, you are required to file the approved signed maps with the County Clerk within sixty-two days of the date of final approval or such, approval will expire.

We hope this brief summary helps you to understand the process. If at any time during the process you have questions, you are invited to contact the Planning Board office. We will do our best to assist you.

NOTES:

IF YOUR APPLICATION IS INCOMPLETE, YOU WILL NOT BE PUT ON THE AGENDA.

IF YOUR APPLICATION IS NOT RECEIVED BY THE DEADLINE, YOU WILL NOT BE PUT ON THE AGENDA.

SUPPLEMENTAL OR APPLICATION MATERIALS WILL NOT BE ACCEPTED AT MONTHLY MEETINGS.

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SUBDIVISION

Preliminary Plat Application

Type of Application:

☐ Conventional Subdivision

☐ Lot Line Change

☐ Conservation Density Subdivision

☐ Flexible (Cluster)

Grid Number: _____

Zoning District(s): RU__, RC__, HM__, HR__, SR__,

Name of Subdivision: _____

HC__, CO__, M__

Overlay District(s) (if *any*): Floodplain__, Stream Corridor__,

Property Address: _____

Aquifer__, Soil Mining__

Primary Contact Person: _____

Current Use(s): _____

Proposed Use(s): _____

Address: _____

Parcel Size: _____ Acres

Number of Lots Proposed: _____

Telephone Number: _____

Deed Reference: Liber _____

Email: _____

Page _____ Date _____

Name of Property Owner: _____

Filed Map Reference: Lot # _____ Map # _____

Address: _____

Does Plat cover applicant's entire holding?

☐ yes ☐ no

Telephone Number: _____

Date of discussion meeting: _____

(To be filled in by Planning Board Secretary)

Name of Applicant (if **different**): _____

Does the property contain a farm operation located within an agricultural district or is the property boundary within 500 feet of a farm operation located in an agricultural district

☐ yes ☐ no

Address: _____

If yes, submit an Agricultural Data Statement, available from the Planning Office.

Telephone Number: _____

Email: _____

Relationship of Applicant to Owner (e.g. *contract vendee, option holder, lessee*): _____

The undersigned hereby makes application in accordance with all applicable laws and other requirements of the Town of Dover, Dutchess County, New York.

Plans Prepared By: _____

Name: _____

Address: _____

Signature of Record Owner

Telephone Number: _____

Signature of Applicant (if different)

E-mail: _____

Date: _____

TOWN OF DOVER

PRELIMINARY PLAT SUBMISSION CHECKLIST

Applicant/Subdivision Name _____

HAVE YOU SUBMITTED:	Yes	Inc.*	NA/W**
A Preliminary Plat Application?			
Your escrow fees?			
Have you determined the requirements of the Dutchess Health Department?			
Have you determined if a Erosion and Sediment Control Permit is needed?			
Per Chapter 125, does the plat contain the following?			
The subdivision name or identifying title?			
The words, "Town of Dover, Dutchess County, New York"?			
The name and address of the record owner and/or sub divider?			
The parcel grid number?			
The name, address, signature, and seal of the licensed engineer or land surveyor?			
The dates of the original plat and the revision date(s)?			
Approximate true North point?			
A graphic scale?			
The location, bearings and distances of the tract boundary?			
Topography at a contour interval of not more than five feet? Note: Site the datum source.			
The names and addresses of all adjoining property owners?			
The Zoning District			
A Bulk Regulations table, showing the allowed dimensions and the proposed dimensions? (See §145-11)			
A density calculation (the allowable number of lots)			
If a flexible subdivision, the calculation for a minimum of 50% conservation land?			
If a flexible subdivision, the proposed holder of the conservation easement?			
*Incomplete Information ** Not Applicable W - Waiver Requested in writing			

TOWN OF DOVER

PRELIMINARY PLAT SUBMISSION CHECKLIST

Applicant/Subdivision Name _____

	Yes	Inc.*	NA/W**
The location, name and dimensions of: existing streets, easements, property lines, buildings, parks and public properties?			
The location of existing sewers, water mains, culverts and storm drains?			
The pipe sizes, grades and flow of direction?			
The location of natural features such as: watercourses, wetlands, swamps, rock outcrops and single trees eight or more inches in diameter?			
A vicinity map (Scale of 2,000 feet to the inch)?			
An area map (Scale of 1" = 400') showing all property within 1,000 feet of the subdivision and identifying all property held by the applicant?			
The location, width and approximate grade of all proposed streets?			
The proposed provision of:			
Water supply?			
Fire protection?			
Sanitary waste disposal?			
Stormwater drainage?			
Street trees?			
Streetlight fixtures?			
Street signs?			
Sidewalks?			
The approximate shape, dimensions and area of all proposed and existing lots and suggested location of buildings?			
Property proposed to be reserved for park or public use?			
Have you provided the Planning Board with:			
A written response to any comments of the Planning Board Engineer?			
A written response to any comments of the Planning Board Attorney?			
*Incomplete Information ** Not Applicable W - Waiver Requested in writing			

TOWN OF DOVER

PRELIMINARY PLAT SUBMISSION CHECKLIST

Applicant/Subdivision Name_____

[illegible]

***Incomplete Information ** Not Applicable W - Waiver Requested in writing**

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INTENT: Provide a brief narrative of your plans for the site. Please include the existing conditions of the site (examples include possible wetlands, steep slopes and environmental constraints. Include known past uses of the site such as a mining operation, junkyard, dump site, etc....). If the application is for a “Flexible Subdivision”, please include a brief description of the conservation value of the open space.

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Disclosure of Interest

SECTION 809 OF THE GENERAL MUNICIPAL LAW provides as follows:

1. Every application, petition, or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license, or permit, pursuant to the provisions of any ordinance, local law, rule, or regulation constituting the zoning and planning regulations of a municipality shall state the name, address, and the nature and extent of the interest of any state officer and any officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership, or association making such application: petition, or request (hereinafter called the applicant) to the extent known to such applicant.

2. For the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them

- (a) is the applicant, or
- (b) is an officer, director, partner, or employee of the applicant, or
- (c) Legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
- (d) is a party to an agreement with such an applicant express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition, or request.

3. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

4. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

In connection with said application, petition or request, the undersigned hereby states, pursuant to the provision of Section 809 of the General Municipal Law, the name, residence, and the nature and extent of the interest of any state officer or employee of the Town of Dover and/or the County of Dutchess, in the person, partnership, or association making the application, petition, or request (hereinafter called the "Applicant").
If none, insert the word "none" _____.

Signature of Applicant

Date

All requests for a waiver from the requirements under the Town of Dover Zoning Code must be put in writing. Please state the section of Code you are requesting a waiver for and provide a brief reason for requesting the waiver.

Application name: _____ Date: _____

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

LETTER OF AGENT

I, _____, am the owner of the property located at

_____, Dover, New York,

identified as Grid Number _____.

I hereby authorize _____ to act as my

agent in an application to the Town of Dover Planning Board.

For _____
(Name of Project)

Print name _____

Signature _____

Date _____

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It is the intent of the Town of Dover to ensure that lands determined to be of conservation value in a flexible subdivision application be properly managed in order to protect its conservation value. The Town encourages the use of nonprofit land conservancy organizations as a method of management. Therefore, applicants for a flexible subdivision proposal should actively pursue this type of ownership. To assist the applicant in this, the following non-exhaustive list of organizations should be contacted:

Application name: _____

Organization	Person contacted	Date of contact	Comments
The Dutchess Land Conservancy (845) 677-3002			
Oblong Land Conservancy (845) 855-3266			
Open Space Institute (212) 290-8200			
The Nature Conservancy (914) 244-3271			
The Trust for Public Land (212) 677-7171			
Appalachian Trail Conservancy (304) 535-6331			

**THIS FORM MUST BE SUBMITTED TO THE PLANNING BOARD BEFORE ANY FLEXIBLE
SUBDIVISION PLAT APPROVALS ARE GIVEN.**