Town of Dover Planning Board

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

(845) 832-6111 Ext 100

SPECIAL PERMIT AND SITE PLAN APPLICATION COVER SHEET/FEE SCHEDULE

Attached is the application packet required for your project. Please provide **ALL** information requested. **Seven sets of ALL paperwork and maps are required. Please provide two original set** and five (5) copies with 11" x 17" maps, a flash drive and a document link sent to the Planning Board Secretary with all maps and documents. Each set should contain:

1. **An application form**.
2. **A checklist**. The checklist must be completely filled out and accompany your application. Any requests for waivers for items on the checklist, and/or for 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. **A Letter of Intent**. This is a brief narrative of your project.
6. **An Agricultural Data Statement** if the property contains a farm operation within an agricultural district or the property boundary is within 500' of a farm operation within an agricultural district.
7. **Letter of Agent** If you are authorizing someone else to represent you, include the. This letter must also be signed by **all** owners of the property if not already on the application form.
8. **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.

Submittals are requested by the approved deadline dates 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. New applicants may be contacted to have a pre-discussion meeting with the Planning Consultants to review application for completeness. Please be sure to provide a Primary contact phone number, address and email that is valid.

The Planning Board's regular monthly meeting is the 1st & 3rd Mondays of each Month at 7:00PM 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 can contact the Planning Board by: Leaving a message at (845) 832-6111 Ext 100 or emailing to: LandUse@DoverNY.gov

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FEE SCHEDULE

Chapter 65 – Erosion and Sediment Control	
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
Renewal of Site Plan/Special Permit	
Minor Project	$ 475.00
Major Project	$ 575.00
Recreation Fee in lieu of land for site plan or special permit	$ 4,000.00

**Separate checks for the application fee and the escrow payable 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.

PERMIT/SITE PLAN CRITERIA

Your project is a Major Project if the following criteria **are exceeded** (over a three-year period):

- Construction of four multifamily dwelling units or a lodging facility with six bedrooms.
- Construction of facilities or structures for a nonresidential use covering 3,000 square feet of building footprint.
- Alteration of existing structures or expansion of such structures by 1,000 square feet.
- Conversion of existing structures totaling 5,000 square feet to another use.
- Alteration and active use of 10,000 square feet of land, with or without structures.
- Soil mining that does not require a Department of Environmental Conservation permit.
- Construction of a structure that is 80 feet or higher above the average grade level.

For review by the Planning Board, the only difference between a Minor and a Major project is the requirement of a Long-form environmental assessment form for Major projects (although, the Board may also require a long-form for Minor projects and always requires a long-form for Type I actions).

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SPECIAL PERMIT AND SITE PLAN PROCEDURE

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 Special Permit/Site Plan Discussion Checklist.

The Special Permit regulations can be found in §145-60 of the Town Zoning Code. Site Plan regulations can be found in §145-65 of the Town Zoning Code. All applications need to have the minimum materials outlined in the Special Permit/Site Plan **Discussion** Checklist in order to meet with the Planning Board. The Special Permit/Site Plan Checklist includes all materials needed for a complete application. The only exception to this is if you request a waiver of a requirement in writing, in which case the Planning Board *may* waive some site plan requirements. You may also request to have an informal meeting with the Planning Consultant prior to submission to discuss the process.

Discussion Meeting:

The first meeting with the Planning Board will be to review and discuss the 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. If it is a Special Permit application, the discussion will include the appropriateness of the use, in consideration of the surrounding area and the purposes of the district under Town Zoning Code. All Special Permit applications will include a site plan (some requirements *may* be waived by the Planning Board). The discussion phase will not be held until there is sufficient information in order to make an informed review (see Discussion checklist).

Special Permit/Site Plan:

In order to proceed to review of the Special Permit and/or Site Plan application, you must submit all items on the Special Permit/Site Plan Checklist, and provide all additional information requested at the 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.

You should become familiar with the process by reviewing the Town's Comprehensive Plan and Town Zoning Code, especially Article IX, Special Permits and Site Plan Review.

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.

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.

The application may need to be sent to Dutchess County Planning Department, which will have thirty (30) days to provide comments to the Planning Board.

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.

Action:

The Board shall grant, deny, or grant subject to conditions the application within 62 days after the hearing. In granting an application, the Planning Board may impose any conditions which it considers necessary to fulfill the purposes of Town Zoning Code.

Within six months after receiving approval of a Special Permit and accompanying site plan or Site Plan, with or without modifications, the applicant shall submit multiple copies of the plan(s) to the Planning Board for stamping and signing. All fees must be paid prior to the chairman signing the plan.

For information on expiration dates, revocations and enforcement please see §145-63.H. for Special Permits and §145-69.E. for Site Plans.

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 NOON OF THE DATE GIVEN TO YOU FOR SUBMISSION, YOU WILL NOT BE PUT ON THE AGENDA.
SUPPLEMENTAL OR APPLICATION MATERIALS WILL NOT BE ACCEPTED AT MEETINGS.

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LAND USE APPLICATION

Type of Application: Check all that apply

[ ] Site Plan [ ] Special Use Permit [ ] with Erosion and Sediment Control Permit

Grid Number(s):
_____

Name of Project: _____

Property Address:
_____
_____

Primary Contact Person:
_____

Address:_____
_____

Telephone: _____

Email:_____

Name of Property Owner:
_____

Address:_____
_____

Telephone Number:
_____

Name of Applicant (if different)
_____

Address: _____
_____

Telephone Number:_____

Email:_____

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

Plans Prepared by:
Name:_____
Address: _____
_____

Telephone Number:_____
Email:_____

Zoning District: RU__,RC__,HM__,HR__,SR__, HC__, CO__, M___

Overlay District (if any): Floodplain__, Stream Corridor__, Aquifer__, Soil Mining__

Current Use(s):_____

Proposed Use(s): _____

Parcel Size: _____**acres**

Type of Activity: New Structure____, Alteration of existing structure _____, Expansion or use or structure____

Change of use in existing structure: _____

Total square footage of structures:
Current_____ **Proposed** _____

Footprint of Structures:
Current _____ **Proposed** _____

_____

Date of Discussion Meeting:_____

Date Stamp: to be filled in by Planning Department

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Town of Dover
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Does the project parcel cover applicant's entire holding?
[ ] Yes [ ] No

Deed Reference: Liber_____
Page _____

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

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

Will the development be phased? [ ] Yes [ ] No

Is there an existing Special Permit and/or Site Plan approval for the Property?
[ ] Yes [ ] No

The undersigned hereby makes application in accordance withal applicable laws and other requirements of the Town of Dover, Dutchess County, New York. **All owners of record must sign**.

_____ _____
Signature of Record Owner Signature of Record Owner

Date:_____ Date: _____

_____
Signature of Applicant (if different)

Date: _____

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AGRICULTURAL DATA STATEMENT

1. Name and address of the applicant
   _____
   _____
   _____

2. Applicant's telephone numbers
   _____ _____

3. Type of application: [ ] Subdivision [ ] Special Permit [ ] Site Plan [ ] Erosion Control

4. Description of proposed project:
   _____
   _____
   _____

5. Location of the project:
   _____

6. Names and addresses of owners of land which contains farm operations and which is located within an Agricultural District and within five hundred (500) feet of the boundary line of the property upon which the project is proposed (use addition sheer if more space is needed):

   (a)_____ (b)_____
   _____ _____
   _____ _____

   (c)_____ (d)_____
   _____ _____
   _____ _____

7. Applicant must attach a tax map or other map showing the site of the proposed project in relation to the farming operations described in item 6 above.

_____ _____
Signature of Applicant Date

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APPLICANT'S LETTER OF INTENT

TO: TOWN OF DOVER PLANNING BOARD

APPLICANT: _____

DATE: _____ **GRID NUMBER:** _____

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…).

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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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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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

TOWN OF DOVER

SPECIAL PERMIT/SITE PLAN SUBMISSION CHECKLIST			
Applicant/Site Plan Name:			
	Yes	Inc*	NA/W**
HAVE YOU SUBMITTED:			
Any outstanding fee?			
A Long form EAF?			
A copy of this check list?			
A written request for waivers to submission requirements, if needed?			
DOES YOUR SITE PLAN CONTAIN:			
The words "Town of Dover, Dutchess County, New York?			
The date of the site plan being submitted?			
The name and address of the record owner?			
The parcel grid number?			
The name of the project?			
The name, address, signature and seal of the licensed engineer or architect?			
A vicinity map (1" = 2,000") showing all properties and easements within 500' of the property?			
Approximate true North point?			
A graphic scale?			
The location, bearings and distances of the tract boundary?			
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)			
An existing map, showing existing roads, buildings, utilities and other man-made features, as well as topography and all existing natural land features (rock outcrops, single trees 8" or more in diameter, forest cover, soils, wetlands, lakes, watercourses, aquifers, floodplains and drainage retention areas)?			

*Incomplete Information **Not Applicable W- Waiver

TOWN OF DOVER

SPECIAL PERMIT/SITE PLAN SUBMISSION CHECKLIST			
Applicant/Site Plan Name:			
	Yes	Inc*	NA/W**
HAVE YOU SUBMITTED:			
The location and use of all existing and proposed structures within the property, including all dimensions of height and floor area, all exterior entrances and all anticipated future additions and alterations?			
The land use district boundaries within 200' of the site's perimeter, as well as any overlay districts?			
DOES THE SITE PLAN INCLUDE A TABLE CONTIANING THE FOLLOWING:			
Estimated area of structure intended to be used for particular uses such as retail, office, storage, etc…?			
Estimated maximum number of employees?			
Maximum seating capacity, where applicable?			
Number of parking spaces existing and required for the intended use?			
Plans for the disposal of construction and demolition waste, either on site or at an approved disposal facility?			
THE LOCATION OF ALL PRESENT AND PROPOSED:			
Public or private ways?			
Off-street parking areas?			
Driveways?			
Outdoor storage areas and screening details for waste disposal containers?			
Sidewalks, ramps, curbs and paths?			
Landscaping, walls and fences?			
The lighting details including: location, height, intensity and bulb type? The direction of illumination (a photometric plan)?			
The sign details including; location, height, size, materials and design?			

*Incomplete Information **Not Applicable W- Waiver

TOWN OF DOVER

SPECIAL PERMIT/SITE PLAN SUBMISSION CHECKLIST			
Applicant/Site Plan Name:			
	Yes	Inc*	NA/W**
THE LOCATION OF ALL PRESENT AND PROPOSED UTILTY SYSTEMS INCLUDING:			
Sewage or septic systems?			
Water supply system?			
Telephone, cable and electric systems?			
Storm drainage system including drain lines, culverts, catch basins, headwalls, hydrants, manholes and drainage swales?			
An Erosion and Sediment Control plan per Chapter 65, if needed?			
Existing and proposed topography at two-foot contour intervals?			
Area(s) of 100-year floodplain shown if applicable, with base flood elevations given?			
Areas within the proposed site, and within 50 feet of the site, where soil removal or filling is required, shoeing the approximate volume in cubic yards?			
A landscaping plan?			
A planting plan?			
A grading plan?			
TRAFFIC FLOW PATTERINS WITHIN THE SITE, INCLUDING:			
Entrance and exits?			
Loading and unloading areas?			
Curb cut on the site, and within 100'of the site?			
Detailed traffic study, if required by the Planning Board?			
ELEVATION DETAILS SUCH AS:			
Elevations at a scale of ¼" = 1 foot for all exterior facades?			
Design features, including the type and colors of materials to be used?			

*Incomplete Information **Not Applicable W- Waiver

TOWN OF DOVER

SPECIAL PERMIT/SITE PLAN SUBMISSION CHECKLIST			
Applicant/Site Plan Name:			
	Yes	Inc*	NA/W**
Soil logs, percolation test results and storm runoff calculations?			
A cultural resource survey of resources with historic or archaeological significance?			
A written response to any comments of the Planning Board Engineer?			
A written response to any comments of the Planning Board Attorney?			
A written response to any comments of the Planning Board Planner?			
OTHER DATA REQUESTED BY THE PLANNING BOARD? LISTED BELOW:			

*Incomplete Information **Not Applicable W- Waiver