

# Town of Dover Planning Board

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



(845) 832-6111 ext 100

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## **CHAPTER 65, EROSION AND SEDIMENT CONTROL**

To preserve the quality of the natural environment from such adverse effects of site preparation and construction as the pollution of lakes, ponds and watercourses, unnecessary destruction of trees and other vegetation, excessive exposure of soil to erosion and unnecessary modification of natural topography or unique geological features, you must file an Erosion and Sediment Control application if any of the following activities are proposed:

- |  |
|--|
| <ol style="list-style-type: none"><li>(1) Altering wetlands, which includes draining or filling.</li><li>(2) Site preparation on slopes which exceed one foot of vertical rise to four feet of horizontal distance (or site preparation in areas known to be subject to severe erosion).</li><li>(3) Site preparation within the hundred-year floodplain of any watercourse.</li><li>(4) Excavation which affects more than 200 cubic yards of material within any parcel or any one subdivision.</li><li>(5) Stripping which affects more than 1/2 acre of ground surface within any parcel or any one subdivision.</li><li>(6) Grading which affects more than 1/2 acre of ground surface within any parcel or any one subdivision.</li><li>(7) Filling which exceeds a total of 200 cubic yards of material within any parcel or any one subdivision.</li><li>(8) A development or subdivision of two or more units or any development or subdivisions requiring any new street or the extension of municipal facilities.</li></ol> |
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For an explanation of any of the above terms, please see §65-6, Definitions.

**IF ANY OF THE ABOVE ACTIVITIES ARE PROPOSED, PLEASE SEE THE COMPLETE REGULATIONS UNDER CHAPTER 65 - [www.TownofDoverNY.us](http://www.TownofDoverNY.us)**

**YOU MUST ALSO COMPLETE THE LAND USE APPLICATION FORM AND THE EROSION AND SEDIMENT CONTROL CHECKLIST.**

The application is reviewed by the Town Planning Board, acting with recommendations from the Town Engineer, Building Inspector, Superintendent of Highways and the Conservation Advisory Commission. The Planning Board, at its discretion, may conduct public hearings on permit applications.

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## ***FEE SCHEDULE***

The following fee schedule is for the Town of Dover Planning Board.  
Please make checks payable to the Town of Dover.  
Application and discussion fees are due at the time of the application submission.  
Applications with unpaid fees will not be heard.

<b><u>Initial Escrow</u></b>	<b>500.00</b> (separate check)	
<b>Discussion Fee</b>	<b>100.00</b>	
<b>Subdivision</b>	<b>200.00</b>	
<b>Lot fees</b>	<b>50.00 per new lot created</b>	
<b>Special Permit</b>	<b>200.00</b>	
<b>Site Plan</b>	<b>200.00</b>	
<b>Erosion Control Permit</b>	<b>75.00</b>	
<b>GIS EAF Fact Check</b>	<b>75.00</b>	
<b>Recreation fee (due at final approval signing) Subdivisions involving three or more lots</b>		<b>\$3,000.00/lot or unit</b>
<b>Recreation fee (due at final approval signing) Subdivisions involving less than three lots</b>		<b>\$2,000.00/lot or unit</b>

**\*\*\*\* Fee schedule subject to change \*\*\*\***

## TOWN OF DOVER

### **CHAPTER 65, EROSION AND SEDIMENT CONTROL CHECKLIST**

**Applicant Name** \_\_\_\_\_

<b>PER CHAPTER 65, DOES THE EROSION AND SEDIMENT CONTROL APPLICATION CONTAIN:</b>	<b>Yes</b>	<b>Inc. *</b>	<b>NA/W **</b>
A completed Land Use Permit Application with Erosion and Sedimentation Control Permit checked off?			
12 sets of the application?			
The fee (If the permit is required due to §65-7A(4), (6), (7) or (8) the fee is \$35, otherwise it is \$25) ?			
<b><i>An existing features map, at a scale no smaller than 1" = 100', which includes:</i></b>			
The name, address, signature, and seal of the licensed engineer or architect?			
The boundaries of all parcels on which site preparation activities are proposed to be undertaken and boundaries of all parcels adjacent to the subject site?			
All structures and roads within a distance of 500 feet of the parcel on which site preparation activities are proposed to be undertaken? The structures shall be identified by their uses, and the roads shall be identified by their surface material and width of surface.			
All watercourses within a distance of 500 feet of the parcels on which site preparation activities are proposed to be undertaken?			
Existing topography at contour intervals of two feet within a distance of 500 feet of the parcels on which site preparation activities are proposed to be undertaken?			
All sewer, water, gas and electric lines and all other utilities within the parcels on which site preparation activities are proposed to be undertaken?			
Major wooded areas and tree clusters within a distance of 500 feet of the parcels on which site preparation activities are proposed to be undertaken?			
All vegetation areas on the site proposed for site preparation activities, including areas of grass, areas of brush and wooded areas and tree clusters?			
The depth to bedrock on the site proposed for site preparation activities, including areas of grass, areas of brush and wooded areas and tree clusters?			
The depth to permanent groundwater aquifers on the site proposed for site preparation activities, if such depth is determined during site evaluation?			
The boundary of the one-hundred-year floodplain, together with the designated wetland boundaries, where applicable?			
Drainage computations prior to site preparation and after site preparation may be required.			

*\*Incomplete \*\*NA - Not Applicable, W - Waiver Requested in Writing.*

Do you have an operations map which includes:			
All excavation, filling and grading proposed to be undertaken, identified as to the depth, volume and nature of the materials involved?			
All stripping, identified as to the nature of vegetation affected?			
All areas where topsoil is removed and stockpiled and where topsoil is ultimately placed, identified as to the depth of topsoil in each such area?			
All temporary and permanent vegetation to be placed on the site, identified as to planting type, size and extent?			
All temporary and permanent drainage, erosion and sediment control facilities, including such facilities as ponds and sediment basins, identified as to the type of facility, the materials from which it is constructed, its dimensions and its capacity in gallons?			
The anticipated pattern of surface drainage during periods of peak runoff upon completion of site preparation and construction activities, identified as to rate and direction of flow at all major points within the drainage system?			
The location of all roads, driveways, sidewalks, structures, utilities and other improvements?			
The final contours of the site in intervals of no greater than two feet?			
<i><u>A time schedule which is keyed to the operation map(s), indicating:</u></i>			
When major phases of the proposed project are to be initiated and completed?			
When major site preparation activities are to be initiated and completed.			
When the installation of temporary and permanent vegetation and drainage, erosion and sediment control facilities is to be completed?			
The anticipated duration, in days, of exposure of all major areas of site preparation before the installation of erosion and sediment control measures?			
An estimate of the costs of providing temporary and permanent vegetation and drainage, erosion and sediment control facilities which was prepared by applicant's engineer and confirmed by the Town Engineer?			

*\*Incomplete \*\*NA - Not Applicable, W - Waiver Requested in Writing.*

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## LAND USE APPLICATION

Type of Application: Check all that apply

Erosion Control with Site Plan     Erosion Control Alone

**Grid Number(s):**

\_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Property Address:**

\_\_\_\_\_

**Primary Contact Person:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**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:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Zoning District(s):** RU\_\_, RC\_\_, HM\_\_, HR\_\_, SR\_\_, HC\_\_,  
CO\_\_, M\_\_

**Overlay District(s) (if *any*):** Floodplain\_\_, Stream Corridor\_\_,  
Aquifer\_\_, Mixed-Use Institutional\_\_, Soil Mining\_\_

**Current Use(s):** \_\_\_\_\_

**Proposed Use(s):** \_\_\_\_\_

**Parcel Size:** \_\_\_\_\_ Acres

**Type of Activity:** New structure \_\_\_\_, Alteration of existing  
structure \_\_\_\_, Expansion of use or structure \_\_\_\_,

Change of use in existing structure \_\_\_\_

**Total Square Footage of Structures:**

**Current** \_\_\_\_\_ **Proposed** \_\_\_\_\_

**Footprint of Structures:**

**Current** \_\_\_\_\_ **Proposed** \_\_\_\_\_

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 \_\_\_\_

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*The undersigned hereby makes application in accordance with all 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: \_\_\_\_\_

Does the project parcel cover applicant's entire holding?

yes       no

Deed Reference: Liber \_\_\_\_\_

Page \_\_\_\_\_

Date \_\_\_\_\_

Filed Map Reference: Lot # \_\_\_\_\_ Map # \_\_\_\_\_

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Date of discussion meeting: \_\_\_\_\_  
(To be filled in by Planning Board Secretary)

Date stamp of submission

# Town of Dover Planning Board

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845.832.6111 x100  
845.832.3188 fax

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## ***AGRICULTURAL DATA STATEMENT***

1. Name of applicant: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_
  
2. Description of the proposed project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Project site address: \_\_\_\_\_
  
4. Project site tax map number: \_\_\_\_\_
  
5. Name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed.  
A) \_\_\_\_\_ B) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
C) \_\_\_\_\_ D) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Applicant must attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations described above.

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Name and Title of Person Completing Form

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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

## ***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 \_\_\_\_\_

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			<b>NO</b>	<b>YES</b>
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			<b>NO</b>	<b>YES</b>
If Yes, list agency(s) name and permit or approval:			<input type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ acres		
b. Total acreage to be physically disturbed?		_____ acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres		
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

**Part 2 - Impact Assessment.** The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.**

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**PRINT**