

# Town of Dover Planning Board

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



(845) 832-6111 ext 100

## SUBDIVISION APPLICATION COVER SHEET/FEE SCHEDULE

Attached is the application packet required for your project. Please provide **ALL** information requested.

**Twelve (12) sets of ALL paperwork and maps are required. Please provide one original set and eleven (11) copies.** The Planning Board will accept 3 full size copies with 9 copies in 11X17 as well as a **CD 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: <http://www.dec.state.ny.us/website/dcs/seqr/index.html>.
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. If you are authorizing someone else to represent you, include the Letter of Agent.
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.

**Please submit paperwork to the Planning Board Office.** Applications with missing information will be returned for completion. Please be sure to provide a Primary contact phone number and address that is valid.

The Planning Board's regular monthly meeting is the 1<sup>st</sup> & 3<sup>rd</sup> Mondays of each month at 7PM in the Dover Town Hall. Please check with the Secretary for the schedule of deadlines and meetings. **All submittals are required by NOON on the day of deadline. Any late submissions will be considered early for the next deadline date.**

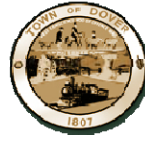
Town of Dover Code is available on the Internet at [www.generalcode.com](http://www.generalcode.com). You may also contact the Town Clerk at (845) 832-6111 ext 112 to obtain a copy of the zoning laws for a fee. Tax grid numbers (on property tax bills) and zone districts can be obtained from the Town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

For your convenience, you can contact the Planning Board by:

- 1) Leaving a message at (845) 832-6111 ext 100 or
- 2) Going to: [PlanningARB@TownofDoverNY.us](mailto:PlanningARB@TownofDoverNY.us)

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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 more timely 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 NOON OF THE DATE(S) GIVEN TO YOU FOR SUBMISSION, 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 PLAN APPLICATION

Type of Application:

*O Conventional Subdivision*

*O Lot Line Change*

*O Conservation Density Subdivision*

*O Flexible (Cluster) Subdivision*

Grid Number: \_\_\_\_\_

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

Name of Subdivision: \_\_\_\_\_

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

Property Address:  
\_\_\_\_\_  
\_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_

Date of Discussion/Sketch Plan Review: \_\_\_\_\_

Primary Contact Person:  
\_\_\_\_\_

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

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

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

\_\_\_\_\_  
*Signature of Applicant*

Email: \_\_\_\_\_

Date: \_\_\_\_\_

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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.** There may be additional fees for consultants during the review process.

Discussion Fee	\$100.00
Subdivision	\$200.00
Lot fee for each new lot created	\$ 50.00
Initial Escrow Deposit	\$500.00
Special Permit	\$200.00
Site Plan	\$200.00
Consultant Fees	To be set at meeting
Erosion Control	\$ 75.00
GIS EAF Fact Check	\$ 75.00
Recreation Fee 3or more lots	\$ 2,500.00/per lot or unit
Recreation Fee less than 3 lots (Due at Final approval signing)	\$ 2,000.00 per lot or unit

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

# TOWN OF DOVER

<b><u>PRELIMINARY PLAT SUBMISSION CHECKLIST</u></b>			
<b>Applicant/Subdivision Name</b> _____			
<b>HAVE YOU SUBMITTED:</b>	<b>Yes</b>	<b>Inc.*</b>	<b>NA/W**</b>
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 subdivider?			
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

<b><u>PRELIMINARY PLAT SUBMISSION CHECKLIST</u></b>			
<b>Applicant/Subdivision Name</b> _____			
	Yes	Inc.*	NA/W**
<b>HAVE YOU SUBMITTED:</b>			
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



**Appendix C**  
**State Environmental Quality Review**  
**SHORT ENVIRONMENTAL ASSESSMENT FORM**  
**For UNLISTED ACTIONS Only**

**PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)**

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres      Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No      If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, list agency(s) name and permit/approvals:	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, list agency(s) name and permit/approvals:	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

**If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment**

**PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)**

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF. <input type="checkbox"/> Yes <input type="checkbox"/> No	
B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. COULD ACTION RESULT IN <b>ANY</b> ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible) C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:  C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:  C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:  C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:  C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:  C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:  C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:	
D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	
E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain briefly:	

**PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

<input type="checkbox"/> Check this box if you have identified one or more potentially large or significant adverse impacts which <b>MAY</b> occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.	
<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 <b>WILL NOT</b> result in any significant adverse environmental impacts <b>AND</b> provide, on attachments as necessary, the reasons supporting this determination.	
_____	_____
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)

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# DISCLOSURE OF INTEREST FORM

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" \_\_\_\_\_.*

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Signature of Applicant

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Date

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AGRICULTURAL DATA STATEMENT

If the property is in an agricultural district and contains a farm operation,  
Or if the property is within 500 feet of a farm operation in an agricultural district

Please list names and addresses of owners of land which contain farm operations and which is located within an Agricultural District and within five hundred feet of the boundary line of the property upon which the project is proposed (*use additional sheet if more space is needed*):

(1) _____ _____ _____	(5) _____ _____ _____
(2) _____ _____ _____	(6) _____ _____ _____
(3) _____ _____ _____	(7) _____ _____ _____
(4) _____ _____ _____	(8) _____ _____ _____

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

\_\_\_\_\_  
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 \_\_\_\_\_



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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:

<b>Organization</b>	<b>Person contacted</b>	<b>Date of contact</b>	<b>Comments</b>
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			
DEC- Region 3 (845) 256-3092			

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