

# 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.

**Twelve (12) sets of ALL paperwork and maps are required.**

**Please provide one original set and eleven (11) copies.** 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: <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. 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. If you are authorizing someone else to represent you, include the Letter of Agent. 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.
9. **Five (5) additional copies of the site plan with sign details, architectural plans and elevations, should be provided to the Planning Board for submission to the Architectural Review Board.**

**All submittals are required by NOON, the 2nd Wednesday of the month**, 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 Coordinator to review application for completeness. 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.

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 102 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@TownofDoverNY.us](mailto:LandUse@TownofDoverNY.us)

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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	\$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	\$ 3,000.00/per lot or unit
Recreation Fee less than 3 lots	\$ 2,000.00 per lot or unit
(Due at Final approval signing)	

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

**MAJOR OR MINOR SPECIAL 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 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.

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 Permit/Site Plan       with Erosion and Sediment Control Permit

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 \_\_\_\_\_

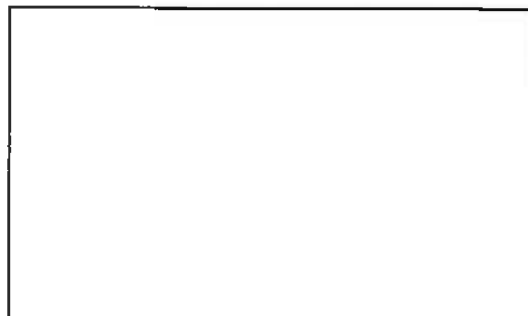
Footprint of Structures:

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

Date of discussion meeting: \_\_\_\_\_

Date stamp of submission

(To be filled in by Land Use Coordinator)



# Town of Dover Planning Board

Does the project parcel cover applicant's entire holding?

yes  no

Deed Reference: Liber \_\_\_\_\_  
Page \_\_\_\_\_ Date \_\_\_\_\_

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

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 Data 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 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: \_\_\_\_\_





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## AGRICULTURAL DATA STATEMENT

! Name and address of applicant:

Applicant's telephone number:

3. Type of application:  Subdivision  Special Permit  Site Plan  Erosion Control
4. Description of proposed project:
5. Location of project:

Names and addresses of owners of land which contains 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):

- |     |     |
|-----|-----|
| (a) | (c) |
| (b) | (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.

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*Signature of Applicant*

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*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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## 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

**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? 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.			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
			<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: _____ _____	<b>NO</b>	<b>YES</b>
	<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: _____ _____	<b>NO</b>	<b>YES</b>
	<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: _____ _____	<b>NO</b>	<b>YES</b>
	<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?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
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**