

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 if possible 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 1st & 3rd 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. 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
- 2) Email: LandUse@TownofDoverNY.us
- 3) Our Web Site WWW.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.

Discussion Fee	100.00	
Initial Escrow	500.00	
Erosion Control Permit	35.00	
Subdivision	200.00	
Lot fees	50.00	per new lot created
Major/Minor Site Plan	200.00	
Major/Minor Special Permit	200.00	
GIS EAF Fact Check	75.00	
Recreation fee (due at final approval signing) Subdivisions involving three or more lots		\$3,000.00/lot or unit
Recreation fee (due at final approval signing) Subdivisions involving less than three lots		\$2,000.00/lot or unit

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

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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 FINAL 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 Preliminary Plat Approval: _____

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: _____

Email: _____

Signature of Applicant

Date: _____

TOWN OF DOVER

FINAL PLAT SUBMISSION CHECKLIST

TO BE SUBMITTED TO THE PLANNING BOARD WITHIN SIX MONTHS AFTER
TENTATIVE APPROVAL OF THE PRELIMINARY LAYOUT WAS GRANTED

Applicant/Subdivision Name

	Yes	Inc.*	NA/W**
HAVE YOU SUBMITTED:			
A Final Plat Application?			
Any outstanding escrow fees?			
If appropriate, the recreation fees?			
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?			
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

FINAL PLAT SUBMISSION CHECKLIST

TO BE SUBMITTED TO THE PLANNING BOARD WITHIN SIX MONTHS AFTER
TENTATIVE APPROVAL OF THE PRELIMINARY LAYOUT WAS GRANTED

Applicant/Subdivision Name

	Yes	Inc.*	NA/W**
The location, name and dimensions of: existing streets, easements, property lines, buildings, parks and public properties?			
The location of existing sewers, water mains, culverts and storm drains?			
The pipe sizes, grades and flow of direction?			
The location of natural features such as: watercourses, wetlands, swamps, rock outcrops and single trees eight or more inches in diameter?			
The location, width and name of each proposed street and typical cross sections, showing street pavement and, where required, curbs, gutters and sidewalks?			
Lengths and deflection angles of all straight lines and radii, length, central angles, chords and tangent distances of all curves for each street proposed?			
Profiles showing existing and proposed elevations along the center lines of all proposed streets and the elevations of existing streets for a distance of 100 feet either side of their intersection with a proposed street?			
When required by the Board because of steep slopes, the present elevations of all proposed streets shown every 100 feet at five points on a line at right angles to the center line of the street, said elevation points being indicated at the center line of the street, each property line and points 30 feet inside each property line?			
Setback lines?			
The location, size and invert elevations of existing and proposed stormwater drains and sanitary sewers and the exact location of utilities and fire hydrants?			
The location of street trees, streetlighting standards and street signs?			
The area of all lots in hundredths of an acre; lot numbers as directed by the Town Assessor; and the location, material and size of all permanent monuments?			
The accurate location of all property to be offered for dedication for public use, with the purpose indicated thereon, and of all property to be reserved by deed covenant for the common use of the property owners of the subdivision?			
Sufficient data, acceptable to the Superintendent, to readily determine the location, bearing and length of all street, lot and boundary lines and to reproduce such lines upon the ground?			
Necessary agreements in connection with required easements or releases?			
Formal offers of cession of the Town of all streets and public parks?			
A key map showing the location of the subdivision?			

*Incomplete information ** - Not Applicable, W - Waiver Requested in Writing

