



TOWN OF DOVER
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The Process of a Land Use Development Project in the Town of Dover

(This description is for informational purposes only- individual projects may have additional town, state and other regulatory requirements).

The Planning Board reviews land use development applications for commercial, subdivision and special uses projects that require approval as outlined in the following chapters of the Town of Dover Town Code:

- Chapter 61 (Environmental Quality Review)
- Chapter 65 (Erosion and Sediment Control)
- Chapter 125 (Subdivision of Lands) and
- Chapter 145, Zoning, of the Town of Dover Town Code.

The Planning Board also serves as the Town’s Architectural Review Board in accordance with Chapter 37, Architectural Design Review, until such time as the Town Board appoints a separate Architectural Review Board.

Planning Board members are appointed by the Town Board for seven-year terms. The Town’s Planner, Town Engineer and the Planning Board’s attorney assist the Board with information related to statutory requirements and environmental regulations related to land use and development to assist in the Board’s review of applications.

In the Town of Dover, land use development applications must be received by the 2nd Wednesday of the month for consideration at the following month’s Planning Board meeting. The Planning Board’s meetings typically take place on the first and third Mondays of the Month.

From Concept to Consideration: The Application for a Land Use Development Project

The process of receiving Planning Board approval for a land use development project begins with the submission of a completed application (that includes but is not limited to a conceptual and/or site plan, subdivision plat or other engineering design), a Planning Board discussion fee, and initial escrow to pay for Town consultants’ reviews.

Applications are discussed at Planning Board meetings with discussions summarized in the official meeting minutes. If a proposed project also requires review by a federal, state, county or other

APPLICATION NUMBER: _____ DUTCHESS COUNTY, NEW YORK

LAND USE PERMIT APPLICATION

Grid Number: _____

TYPE OF APPLICATION (check all that apply): Zoning Permit Zoning Change
 Special Permit Site Plan Approval

Project Name: _____ Property Information:
 Land Use District: _____
 Property Address: _____ Overlay Districts (if any): _____
 Lot Area: _____
 Current Use(s): _____
 Proposed Use(s): _____
 Primary Contact Person: _____ Number of Residential Dwelling Units:
 Address: _____ Current _____ Proposed _____
 Telephone Number: _____ Total Impervious Surface:
 E-mail: _____ Current _____ Proposed _____
 Fax: _____ Footprint Area of Largest Structure(s):
 Name of Property Owner: _____ Current _____ Proposed _____
 Address: _____ Total Floor Space: _____
 Telephone Number: _____ Current _____ Proposed _____
 E-mail: _____ Parking Spaces: _____
 Current _____ Proposed _____

Name of Applicant (if different): _____ Type of Activity (check all that apply):
 Address: _____ New Use
 Telephone Number: _____ Erection of Structure
 E-mail: _____ Movement of Structure
 Relationship of Applicant to Owner Expansion of Use or Structure
 (e.g., contract vendee, option holder, lessee): _____ Change of Use in Existing Structure
 Resumption of Former use
 Sign
 other (specify) _____

Plans Prepared By:
 Name: _____
 Address: _____
 Telephone Number: _____
 E-mail: _____
 Fax: _____

NOTE: Approval of this application by the Town Board does not constitute permission to construct, which must be obtained from the Code Enforcement Officer.

LAND USE APPLICATION

agency, the application and supporting documents are circulated to those agencies and comments are reviewed by the Planning Board and their consultants.

Application Review: Project Review Procedures and Meeting the Requirements of the New York State Environmental Quality Review (SEQR) Process

The Planning Board routinely conducts a site visit of the property proposed for development and schedules one or more public hearings for neighboring parcel owners (notified in advance by US mail) and the public to make comments. Projects often require the completion of a short or full (more detailed) Environmental Assessment Form (EAF) to assess the extent that the project may present potential or actual negative environmental impacts. If the potential for significant negative impacts are identified, applicants may be required to complete a draft Environmental Impact Statement (EIS) for review and feedback, including public comment, followed by a final EIS to mitigate or eliminate adverse effects of the project. The Planning Board and other involved agencies then issue Findings Statements. The Planning Board may then grant approval, conditional approval or denial of the project based on the findings.



Town of Dover Project No. _____

Final Environmental Impact Statement

Project Name
Applicant
Address

Project Consultants
Date of Submission

From Approval to Actuality: Implementing Land Use Development Projects



Final approval of a land use development application (along with a list of any required conditions if applicable) is granted by resolution adopted at a Planning Board meeting. Approvals often contain a list of conditions that must be satisfied before a site plan or subdivision plat can be signed and a permit issued.

The Town Code provides for Planning Board approvals to expire after a stated period of time. If a project requires ongoing approval or additional time to meet the conditions of approval after the time period set forth in the Code, an extension of time may be granted at the discretion of the Planning Board. Inspections and/or reviews by the Town's planner, engineer, attorney and other consultants during the implementation of the land use development project require replenishment of the project's escrow funds until completion. Upon project completion as approved by the Planning Board and with recommendation of Town consultants, any remaining escrow funds are released by the Planning Board and returned to the applicant.