

# 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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## **SUBDIVISION APPLICATION (Chapter 125)**

Attached is the application packet required for your project. Please provide **ALL** information requested. **Six (12) sets of ALL paperwork and maps are required.**

**Please provide one original set** and eleven (11) copies and one sent electronically to LandUse@doverny.us. The Planning Board will accept 3 full size copies with 9 copies in 11X17. A flash drive and a link emailed to the Planning Board Secretary 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.

**All submittals are required by the deadline dates set by the Planning Board and posted on the Town of Dover website**, clearly marked to the attention of the Planning Board. 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.

Town of Dover Code is available on the Internet at <http://www.ecode360.com/DO1139>. 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 may contact the Planning Board Secretary at (845) 832-6111 Ext 100; email: LandUse@DoverNY.us.

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## FEE SCHEDULE

### **Chapter 65 – Erosion and Sediment Control**

Erosion Control Initial Escrow	\$1,500.00
Erosion Control Permit	\$ 150.00

### **Chapter 125 – Subdivision of Land**

Initial Escrow	\$1,500.00
Subdivision - Application Fee	
• One Lot	\$ 200.00
• 2-4 Lots	\$ 525.00
• 5+ Lots	\$ 775.00
Lot fees per new lot created	\$ 50.00

### Recreation Fee in lieu of land

- For subdivisions involving less than three lots—fee per lot or unit \$ 3,500.00
- For subdivisions involving three or more lots- fee per lot or unit \$ 5,000.00

### **Chapter 145- Zoning**

Initial Escrow	\$ 1,500.00
Special Permit	
• Minor Project	\$ 475.00
○ Per 500 sq. ft of building area	\$ 50.00
• Major Project	\$ 575.00
○ Per acre of development	\$ 110.00
Site Plan	
• Minor Project	\$ 475.00
○ Per 500 sq. ft of building area	\$ 50.00
• Major Project	\$ 575.00
○ Per acre of development	\$ 110.00
Renewal of Site Plan/Special Permit	
Minor Project	\$ 475.00
Major Project	\$ 575.00
Recreation Fee in lieu of land for site plan or special permit	\$ 4,000.00

\*\*Make checks payable to the Town of Dover.

Application fees and initial escrow are due with application submission.

Fees subject to change.

**Applications with unpaid fee will not be heard.**

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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 timelier 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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### 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): \_\_\_\_\_

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

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

Date of Preliminary Plat Approval: \_\_\_\_\_

Primary Contact Person:

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

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

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**
<b>HAVE YOU SUBMITTED:</b>			
A Final Plat Application?			
Any outstanding escrow fees?			
If appropriate, the recreation fees?			
<b>Per Chapter 125, does the plat contain the following?:</b>			
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 sub divider?			
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**

<u>Applicant/Subdivision Name</u>	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, street lighting 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?			
<b>*Incomplete Information    ** Not Applicable    W – Waiver Requested in Writing</b>			

**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>
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>
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			

5. Is the proposed action, a. A permitted use under the zoning regulations?	<b>NO</b>	<b>YES</b>	<b>N/A</b>
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<b>NO</b>	<b>YES</b>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<b>NO</b>	<b>YES</b>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<b>NO</b>	<b>YES</b>	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	<b>NO</b>	<b>YES</b>	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____	<b>NO</b>	<b>YES</b>	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____	<b>NO</b>	<b>YES</b>	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	<b>NO</b>	<b>YES</b>	
b. Is the proposed action located in an archeological sensitive area?			
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	<b>NO</b>	<b>YES</b>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<b>NO</b>	<b>YES</b>	
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES  b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____	<b>NO</b>	<b>YES</b>	

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>
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>
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>
<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?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
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?		
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?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	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?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**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)