

Town of Dover Planning Board

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



(845) 832-6111 Ext 100

EROSION AND SEDIMENT CONTROL (CHAPTER 65)

To preserve the quality of the natural environment from such adverse effects of site preparation and construction as the pollution of lakes, ponds and watercourses, unnecessary destruction of trees and other vegetation, excessive exposure of soil to erosion and unnecessary modification of natural topography or unique geological features, you must file an Erosion and Sediment Control application if any of the following activities are proposed:

- | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | Altering wetlands, which includes draining or filling. |
| (2) | Site preparation on slopes which exceed one foot of vertical rise to four feet of horizontal distance (or site preparation in areas known to be subject to severe erosion). |
| (3) | Site preparation within the hundred-year floodplain of any watercourse. |
| (4) | Excavation which affects more than 200 cubic yards of material within any parcel or any one subdivision. |
| (5) | Stripping which affects more than 1/2 acre of ground surface within any parcel or any one subdivision. |
| (6) | Grading which affects more than 1/2 acre of ground surface within any parcel or any one subdivision. |
| (7) | Filling which exceeds a total of 200 cubic yards of material within any parcel or any one subdivision. |
| (8) | A development or subdivision of two or more units or any development or subdivisions requiring any new street or the extension of municipal facilities. |

For an explanation of any of the above terms, please see §65-6, Definitions.

IF ANY OF THE ABOVE ACTIVITIES ARE PROPOSED, PLEASE SEE THE COMPLETE REGULATIONS UNDER CHAPTER 65 - www.DoverNY.us

YOU MUST ALSO COMPLETE THE LAND USE APPLICATION FORM AND THE EROSION AND SEDIMENT CONTROL CHECKLIST.

The application is reviewed by the Town Planning Board, acting with recommendations from the Town Engineer, Building Inspector, Superintendent of Highways and the Conservation Advisory Commission. The Planning Board, at its discretion, may conduct public hearings on permit applications.

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FEE SCHEDULE

Chapter 65 – Erosion and Sediment Control

Erosion Control Initial Escrow	\$1,500.00
Erosion Control Permit	\$ 150.00
Erosion Control Permit Renewal	\$ 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. Separate checks for fees and escrow.**

Application fees and initial escrow are due with application submission.

Fees are subject to change.

Applications with unpaid fee will not be heard.

TOWN OF DOVER

CHAPTER 65, EROSION AND SEDIMENT CONTROL CHECKLIST

Applicant Name _____

PER CHAPTER 65, DOES THE EROSION AND SEDIMENT CONTROL APPLICATION CONTAIN:	Yes	Inc. *	NA/W **
A completed Land Use Permit Application with Erosion and Sedimentation Control Permit checked off?			
Six (6) sets of the application and a digital copy sent to the Planning Board Office?			
The fee (If the permit is required)?			
<i>An existing features map, at a scale no smaller than 1" = 100', which includes:</i>			
The name, address, signature, and seal of the licensed engineer or architect?			
The boundaries of all parcels on which site preparation activities are proposed to be undertaken and boundaries of all parcels adjacent to the subject site?			
All structures and roads within a distance of 500 feet of the parcel on which site preparation activities are proposed to be undertaken? The structures shall be identified by their uses, and the roads shall be identified by their surface material and width of surface.			
All watercourses within a distance of 500 feet of the parcels on which site preparation activities are proposed to be undertaken?			
Existing topography at contour intervals of two feet within a distance of 500 feet of the parcels on which site preparation activities are proposed to be undertaken?			
All sewer, water, gas and electric lines and all other utilities within the parcels on which site preparation activities are proposed to be undertaken?			
Major wooded areas and tree clusters within a distance of 500 feet of the parcels on which site preparation activities are proposed to be undertaken?			
All vegetation areas on the site proposed for site preparation activities, including areas of grass, areas of brush and wooded areas and tree clusters?			
The depth to bedrock on the site proposed for site preparation activities, including areas of grass, areas of brush and wooded areas and tree clusters?			
The depth to permanent groundwater aquifers on the site proposed for site preparation activities, if such depth is determined during site evaluation?			
The boundary of the one-hundred-year floodplain, together with the designated wetland boundaries, where applicable?			
Drainage computations prior to site preparation and after site preparation may be required.			

Incomplete *

NA - Not Applicable

W - Waiver Requested in Writing.

TOWN OF DOVER

CHAPTER 65, EROSION AND SEDIMENT CONTROL CHECKLIST

Applicant Name _____

<i>Do you have an operations map which includes:</i>	Yes	Inc*	NA/W *
All excavation, filling and grading proposed to be undertaken, identified as to the depth, volume and nature of the materials involved?			
All stripping, identified as to the nature of vegetation affected?			
All areas where topsoil is removed and stockpiled and where topsoil is ultimately placed, identified as to the depth of topsoil in each such area?			
All temporary and permanent vegetation to be placed on the site, identified as to planting type, size and extent?			
All temporary and permanent drainage, erosion and sediment control facilities, including such facilities as ponds and sediment basins, identified as to the type of facility, the materials from which it is constructed, its dimensions and its capacity in gallons?			
The anticipated pattern of surface drainage during periods of peak runoff upon completion of site preparation and construction activities, identified as to rate and direction of flow at all major points within the drainage system?			
The location of all roads, driveways, sidewalks, structures, utilities and other improvements?			
The final contours of the site in intervals of no greater than two feet?			
<i>A time schedule which is keyed to the operation map(s), indicating:</i>			
When major phases of the proposed project are to be initiated and completed?			
When major site preparation activities are to be initiated and completed.			
When the installation of temporary and permanent vegetation and drainage, erosion and sediment control facilities is to be completed?			
The anticipated duration, in days, of exposure of all major areas of site preparation before the installation of erosion and sediment control measures?			
An estimate of the costs of providing temporary and permanent vegetation and drainage, erosion and sediment control facilities which was prepared by applicant's engineer and confirmed by the Town Engineer?			

**Incomplete*

***NA - Not Applicable*

W - Waiver Requested in Writing.

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LAND USE APPLICATION

☐ Erosion Control with Site Plan

☐ Erosion Control Alone

Grid Number(s): _____

Name of Project: _____

Property Address: _____

Address: _____

Name of Property Owner: _____

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__, 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 _____

 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 ____

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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)

Address: _____

Does the project parcel cover applicant's entire holding?

[] yes [] no

Date: _____

Deed Reference: Liber _____

Page _____

Date _____

Filed Map Reference: Lot # _____ Map # _____

Date of discussion meeting: _____
(To be filled in by Planning Board Secretary)

Date stamp of submission

Town of Dover Planning Board

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845.832.6111 Ext 100

AGRICULTURAL DATA STATEMENT

1. Name of applicant: _____
Mailing address: _____

Phone number: _____
2. Description of the proposed project: _____

3. Project site address: _____
4. Project site tax map number: _____
5. Name and address of any owner of land containing farm operations within the Agricultural District and is located within 500 feet of the boundary of the property upon which the project is proposed.
A) _____ B) _____

C) _____ D) _____

6. Applicant must attach a copy of the current tax map showing the site of the proposed project relative to the location of farm operations described above.

Name and Title of Person Completing Form

Date

All requests for a waiver from the requirements under the Town of Dover Zoning Code must be put in writing. Please state the section of Code you are requesting a waiver for and provide a brief reason for requesting the waiver.

Date: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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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

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 _____

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.

Part 1 - Project and Sponsor Information			
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?			NO
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.			YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?			NO
If Yes, list agency(s) name and permit or approval:			YES
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?	NO	YES	N/A
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
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: _____	NO	YES	
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: _____	NO	YES	
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: _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
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?	NO	YES	
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?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
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: _____	NO	YES	

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: _____ _____	NO	YES
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: _____ _____	NO	YES
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: _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE 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?"

	No, or small impact may occur	Moderate to large impact may occur
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.

- ☐ 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.
- ☐ 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)