

TOWN OF WASHINGTON PLANNING BOARD
Application Forms and Description of Procedures

1) Meetings

- a) The Town of Washington Planning Board meets in regular session on the first Tuesday of each month starting at 7:30 PM.
- b) The Planning Board meets in a workshop session on the last Tuesday of each month starting at 7:30 PM. The workshop meeting is an open meeting. The public may attend but may not speak except by request of the Planning Board.
- c) Special meetings may be called by the Planning Board Chair and shall be noticed pursuant to the Open Meetings Law.
- d) If the date of any meeting is cancelled due to inclement weather, lack of quorum, or other conflict, the meeting may be scheduled for another night and the new meeting day and time will be posted and made public pursuant to the Open Meetings Law.

2) Deadlines

- a) All submittals are due no later than 12:00 PM (noon) on the Tuesday prior (1 week) to the workshop meeting. There shall be no exceptions.

3) Application Submittals

- a) All applications shall include the following:
 - i) Original and eight (8) copies of the completed application forms with supporting affidavits.
 - ii) Two full-size sets of maps and eight reduced size (24" x 18" / "C" size sheet) sets of maps depicting the proposed activity and prepared in accordance with the requirements of the Town Zoning Law and Subdivision Regulations as follows:
 - (1) Subdivision Sketch Plan - §41 of the Subdivision Law
 - (2) Subdivision Preliminary Plat - §42 of the Subdivision Law
 - (3) Subdivision Final Plat - §43 of the Subdivision Law
 - (4) Site Plan/Special Permit Application - §472 and §483 of the Town Zoning Law
 - iii) Survey information shall be recent or recently re-certified by a New York State Licensed Surveyor.
 - iv) Short Form Environmental Assessment Form. Applicants are advised that the Planning Board may require the applicant to provide a Long Form Environmental Assessment Form where the Board determines that the Short Form does not provide sufficient information about the application.
 - v) Agricultural date statement, if applicable.
 - vi) Recent aerial photo at a scale of 1:200 or less with tax parcels delineated.
 - vii) All applications and re-submissions shall include a digital copy of all applications, forms, documents, and maps. Electronic files may be submitted on a CD, flash drive, or via email. The digital copy shall be in a pdf, jpeg, tiff, or other suitable write-protected image format capable of being opened and viewed using any standard Windows based software.

4) Application Procedures

- a) All applications and submittals are formally received as of the date of the next regular meeting.
- b) Maps and supporting documentation will be forwarded by the Town to the Planning Board's Planner and the Planning Board's Engineer upon receipt.
- c) All maps must comply with the Town requirements for preliminary plats and site plans. In addition, all submissions must contain enough engineering data to enable a proper engineering and planning review in accordance with the Zoning Law. If maps either fail to comply with the code requirements or are so deficient as to fail to support a proper engineering and planning review, the result may be the denial of approval and the requirement of a new application and applicable fees.
- d) The Planning Board's Planner shall conduct an initial review for completeness and zoning compliance and shall prepare a report to the Planning Board. The Town Planner may request the assistance of the Planning Board's Engineer and the Town Attorney during the completeness review. The Planning Board's Planner may contact the project applicant, or the applicant's identified professional, regarding any items found to be incomplete.
- e) **A public hearing will be set only after the Board is satisfied that the applicant has addressed all comments and questions to the satisfaction of the Board.**
- f) An application is not considered to be complete until a Negative Declaration has been issued or a DEIS has been received and declared complete.
- g) The Board shall act on an application within 62 days of the close of the public hearing on a complete application.

5) Notes

- a) In addition to other notes as may be required by the Board, the applicant shall include as notes on the map the following:
 - i) Driveway Construction notes. (See attached)
 - ii) Signature blocks. (See attached)
 - iii) Erosion Control notes. (See attached)

6) Actions of the Planning Board

- a) Prior to making a decision on the application, the Planning Board shall make a determination of significance under the State Environmental Quality Review Act. The Planning Board may open the public hearing prior to the determination of significance in order to obtain public comment on the issues of environmental concern.
- b) Decisions of approval or disapproval will be made no more than sixty two (62) days after the closing of a public hearing on a complete application. The decision of the Planning Board will be filed with the Town Clerk within five (5) business days of the date of the decision.
- c) Disapproval of an application will require the resubmission of a preliminary application if the applicant wishes to pursue further consideration of the plan.
- d) Conditional approval of a Plat will expire on the one hundred eightieth (180th) day after the conditional approval granted by the Planning Board. Upon request, the Planning Board may extend the conditional approval for no more than two (2) additional periods of ninety (90) days each, if the request is warranted and received in a timely manner.
- e) The Plat will be void if it is revised after Planning Board signature. No changes, erasures,

modifications or revisions shall be made on any plat after the plat has been signed by the Board. If the recorded plan contains any changes, the plat shall be considered void, and the Planning Board shall take action to remove the plat from county records.

7) Fees

All fees are due at the time an application is submitted. Application and Administrative fees are not refundable. Fees shall be paid with separate checks to cover the following: (1) Escrow Funds; and (2) Application and Administrative Fee. Recreation Fees are due and payable at the time of Final Subdivision Approval. The signature of the Chair on the final plat will be withheld pending payment of all outstanding amounts. Checks shall be made payable to the Town of Washington.

Applications which are on the agenda and where applicants or their representatives make an appearance before the Planning Board for greater than four meetings will be assessed \$100.00 per month that the application is on the agenda and is heard by the Board. This \$100.00 per month fee is to cover administrative costs to process these applications.

Escrow Funds Schedule

\$500.00 Initial Deposit. The fee will be used to pay the cost of consultant fees incurred by the Planning Board to review the application. The Initial Deposit amount may be adjusted up or down by the Planning Board based upon the type, size and complexity of the application. The applicant shall be periodically advised as to the need to replenish the Escrow Funds. Any unexpended deposit amounts will be returned to the applicant. Approval of all applications is expressly conditioned on the payment of all fees, including all escrow fees.

**Town of Washington Planning Board
Fee Schedule (Effective 2/13/2005)**

SUBDIVISION (MAJOR/MINOR):

<input type="checkbox"/>	Application Fee	\$500.00
<input type="checkbox"/>	Fee Per New Lot	\$200.00
<input type="checkbox"/>	Recreation Fee Per New Lot	\$2000.00
<input type="checkbox"/>	Administrative Fee (\$100/mo. after first 4 meetings).	\$ _____
<input type="checkbox"/>	Escrow	\$ _____
	Subtotal	\$ _____

LOT LINE CHANGE

<input type="checkbox"/>	Application Fee up to 5.9 Acres *	\$ _____
<input type="checkbox"/>	Application Fee up to 6 to 15.9 Acres *	\$ _____
<input type="checkbox"/>	Application Fee 16 acres or more *	\$ _____
<input type="checkbox"/>	Administrative Fee (\$100/mo. after first 4 meetings).	\$ _____
<input type="checkbox"/>	Escrow	\$ _____
	Subtotal	\$ _____

* Total Property area involved in Lot Line Adjustment

SITE PLAN

<input type="checkbox"/>	Application Fee	\$400.00
<input type="checkbox"/>	Administrative Fee (\$100/mo. after first 4 meetings).	\$ _____
<input type="checkbox"/>	Escrow	\$ _____
	Subtotal	\$ _____

SPECIAL PERMIT

<input type="checkbox"/>	Application Fee	\$400.00
<input type="checkbox"/>	Administrative Fee (\$100/mo. after first 4 meetings).	\$ _____
<input type="checkbox"/>	Escrow	\$ _____
	Subtotal	\$ _____

**Town of Washington Planning Board
Combined Application Form**

APPROVAL REQUESTED FOR: (Check all that apply)

Sketch Plan	_____	Preliminary Subdivision	_____
Final Subdivision	_____	Lot Line Revision	_____
Site Plan	_____	Special Use Permit	_____

Name of Subdivision or Site Plan: _____

Detailed Description of Proposed Activity:

Name of Applicant(s): _____

Address: _____

Telephone: _____

Name and Address of Record Owner(s): _____

Tax Map Number of all parcels: _____

1) Application Data for All Applications:

a) Total acreage involved in application: _____

- b) Total contiguous acreage controlled by applicant/owner¹: _____
- c) Total number of existing structures: _____
- d) Type of existing structures: _____
- e) Total square footage of all new construction: _____
- f) Estimated value of new construction or addition: _____
- g) Type of construction or activity proposed: (Check all that apply)

New Construction: Residential _____ Commercial _____ Institutional _____

Expansion: Residential _____ Commercial _____ Institutional _____

Home Occupation: _____

Change in Use: _____

Other: _____

h) Data for Subdivision and Lot Line Applications Only:

- i) Total number of lots proposed: _____
- ii) What is the size of the smallest lot proposed? _____
- iii) What is the size of the largest lot proposed? _____
- iv) Number of private driveways proposed: _____
- v) Number of common driveways proposed: _____
- vi) Maximum number of lots serviced by a common driveway: _____

2) Property Data for All Applications:

- a) Attach a copy of the current deed and any easements affecting the property to this application.
- b) Zoning District: _____

1. Shall include lands owned by family members of the applicant, and any corporation(s), partnership(s), limited liability company(ies) or other entities in which the applicant has an interest.

c) Are there agricultural and/or forestry exemptions affecting the property?

No _____ Yes _____. If yes, please list in detail:

d) Subdivision/Line Line Applications Only

i) Preliminary Plat includes _____ acres and tentatively includes _____ future lots. The amount of area shown on this Preliminary Plat proposed to be dedicated for future public use, (exclusive of roads) is _____ (define measure: acres/square feet).

ii) Does subdivider intend to request any waivers or variances from the Subdivision Regulations upon submission of Final Plat for approval? No _____ Yes _____. If yes, please list in detail:

iii) Does subdivider intend to submit a single subdivision plat for filing with County Clerk for all property in the Preliminary Plat? Yes _____ No _____. If no, state the number of sections to be filed _____.

Name and Address of Professional Engineer: _____

Telephone: _____

Name and Address of Licensed Land Surveyor: _____

Telephone: _____

Name and Address of Attorney: _____

Telephone: _____

The signature of the Owner or Agent of the Owner below shall mean that the applicant is familiar with and will comply with the requirements of the Town Zoning Law, the Town Subdivision Regulations and any additional of amendments therein and other appropriate Town ordinances and regulations.

Applicant Signature: _____

Date: _____

AFFIDAVIT TO BE COMPLETED BY APPLICANT/OWNER

State of _____ }
 } ss:
County of _____ }

_____ being duly sworn, deposes and says:

1. That he/she resides at _____ in the County of _____ and the State of _____. That he/she is the Owner / Agent of the Owner of the within property as described in the foregoing application for Subdivision / Site Plan / Special Use Permit approval(s) and that the statements contained therein are true to the best of his/her knowledge and belief.
2. That we hereby authorize _____, of _____, to act as our representative in all matters regarding the application that may come before the Town of Washington Planning Board.
3. That he/she has the legal right to make or authorize the making of said application.
4. That he/she understands that the Town of Washington Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.

Applicant/Owner

Applicant/Owner

Notary Public

AFFIDAVIT TO BE COMPLETED BY AGENT OF OWNER

State of _____ }
 } ss:
County of _____ }

_____ being duly sworn, deposes and says:

1. That he/she is the agent named in the foregoing application for _____ and that he/she has been duly authorized by the owner in fee to make such application and that the foregoing statements contained therein are true to the best of his/her knowledge and belief.
2. That he/she resides at _____ in the County of _____ and the State of _____.
3. That he/she is the _____ of the within property as described in the foregoing application for Subdivision / Site Plan / Special Use Permit approval(s) and that the statements contained therein are true to the best of his/her knowledge and belief.
4. That he/she understands that the Town of Washington Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.

Agent/Owner

Agent/Owner

Notary Public

**CERTIFICATION OF PROFESSIONAL ENGINEER/LICENSED LAND
SURVEYOR/ARCHITECT**

State of _____ }
 County of _____ } ss:

_____ being duly sworn, deposes and says:

1. That he/she is the _____ named in the foregoing application for _____ and that he/she has been duly authorized by the owner in fee to make such application and that the foregoing statements contained therein are true to the best of his/her knowledge and belief.
2. That he/she resides at _____ in the County of _____ and the State of _____.
3. That he/she is the _____ of the within property as described in the foregoing application for Subdivision / Site Plan / Special Use Permit approval(s) and that the statements contained therein are true to the best of his/her knowledge and belief.
4. That he/she understands that the Town of Washington Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.

 Agent/Owner

 Agent/Owner

 Notary Public

DISCLOSURE OF BUSINESS INTEREST

State of _____ }
 } ss:
County of _____ }

_____ being duly sworn, deposes and says:

1. Pursuant to §803 of the General Municipal Law the following municipal officer(s) or employee(s), and any of their family members, outside employers, business associates, clients, or campaign contributors, have, or will later acquire, an ownership position, employment position, or other contractual interest in the proposed project: (Insert name, home address and municipal position held. Attach additional pages as necessary.)

2. That the interest of said municipal officer(s) or employee(s) is: (Detail the nature and extent of the interest. Attach additional pages as necessary.)

3. That he/she understands that the Town of Washington Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.

Agent/Owner

Agent/Owner

Notary Public

**Town of Washington Planning Board
Agricultural Data Statement**

In accordance with §283-a of the New York State Town Law and §305-a of the Agriculture and Markets Law, this Data Statement will be used to evaluate the potential impacts of a proposed development on farm operations in agricultural districts.

Name of Applicant(s): _____

Address: _____

Telephone: _____

Description of the Project: _____

APPROVAL REQUESTED FOR: (Check all that apply)

Sketch Plan _____ Preliminary Subdivision _____

Final Subdivision _____ Lot Line Revision _____

Site Plan _____ Special Use Permit _____

Project Location: _____

Tax Map Number of all parcels: _____

Is any portion of the project site currently being farmed? _____

Is the project site located in an Agricultural District? Yes _____ No _____

Who is farming the site? _____

Does the person farming the site: Rent _____ Own _____ the land?

Attach a list of the names and addresses of the owners of land within an agricultural district containing a farm operation located within 500 feet of the boundary of the project property, and the tax parcel number of the farm parcels. Attach a copy of the tax map and indicate with an "X" the farm parcels within 500 feet of the project property.

I hereby confirm that the information provided herein is true and accurate.

Signature of Applicant: _____ Date: _____

Town of Washington Planning Board
Minimum Development Guidelines for Private and Common Driveways

The following notes must be placed on the plan for development approval as applicable.

For All Private Driveways:

1. Finished grades for all parts of the driveway shall not exceed 12 percent.
2. The minimum driveway width shall not be less than 16 feet with a travel way width of not less than 12 feet.
3. A development plan for the driveway together with road profiles and other information as may be required by the Town Building Inspector, shall accompany plans for construction on the property at the time an application for a building permit is made. The development plan and profiles shall show conformity of the proposed driveway construction with these standards. These plans shall be prepared by a licensed professional engineer and shall bear the seal and signature of such engineer.
4. Upon completion, the applicant's engineer shall certify to the Town that the driveway has been constructed in accordance with the approved plans and with these specifications. Such certification shall accompany the application for issuance of a Certificate of Occupancy for the improvements. Such certification shall be in the form of an as-built survey of the driveway and other improvements to the property.
5. The driveway construction requirements as shown on the final development plan or plat approved by the Planning Board shall be referenced in the deed for the property upon transfer.

For driveways in excess of 500 linear feet:

1. Finished grade for all parts of the driveway shall not exceed 12 percent.
2. The cleared and graded width of the driveway shall not be less than 16 feet, and travel-way width of not less than 12 feet and 2-foot shoulders to each side.
3. Shoulders shall be top soiled, seeded with an appropriate grass or grass blend, and mulched.
4. Passing turnouts measuring not less than 40' x 10' shall be placed at not more than five hundred foot intervals along the length of the driveway. The passing turnouts shall have an additional 2 feet of shoulder width.
5. All roots and stumps shall be grubbed, excavated and removed from the travel way and shoulders.
6. All unsuitable and unstable materials shall be completely excavated and removed and all rocks or boulders larger than 6 inches across shall be excavated to at least 8 inches below finished grade.

7. The foundation course of the driveway shall be a minimum of 6 inches of clean, run of bank gravel.
8. Final course of the driveway shall be a minimum of 4 inches of item 4 or processed gravel.
9. The travel way, passing turnouts, shoulders and flow line of drainage ditches and swales shall be maintained in satisfactory condition to assure safe and continuous, year-round access for all vehicles.
10. Trees and shrubs shall be trimmed and maintained so as not to hang into or obstruct the travel way, passing turnouts and shoulders. Overhead branches shall be trimmed to a height of not less than 13 feet.
11. A development plan for the driveway, together with road profiles and other information as may be required by the Town Building Inspector, shall accompany plans for construction on the property at the time an application for a building permit is made. The development plan and profiles shall show conformity of the proposed driveway construction with these standards. These plans shall be prepared by a licensed professional engineer and shall bear the seal and signature of such engineer.
12. Upon completion, the applicant's engineer shall certify to the Town that the driveway has been constructed in accordance with the approved plans and with these specifications. Such certification shall accompany the application for issuance of a Certificate of Occupancy for the improvements. Such certification shall be in the form of an as-built survey of the driveway and other improvements.
13. The driveway construction requirements as shown on the final development plan or plat approved by the Planning Board shall be referenced in the deed for the property upon transfer.

For Common Driveways

1. Finished grade for all parts of the driveway shall not exceed 12 percent.
2. The cleared width of the driveway shall be not less than 24 feet. The graded width of the driveway shall be not less than 24 feet. The travel way width of the driveway shall not be less than 16 feet with 4 foot shoulders to each side.
3. Shoulders shall be top soiled, seeded with an appropriate grass or grass blend, and mulched.
4. Passing turnouts (see attached detail) shall be placed at not more than five hundred foot intervals along the length of the driveway. The passing turnouts shall have 4 feet of shoulder width.
5. All roots and stumps shall be grubbed, excavated and removed from the travel way and shoulders.
6. All unsuitable and unstable materials shall be completely excavated and removed and all rocks or boulders larger than 6 inches across shall be excavated to at least 8 inches below finished grade.

7. The foundation course of the driveway shall be a minimum of 8 inches of clean, run of bank gravel.
8. Final course of the driveway shall be a minimum of 4 inches of item 4 or processed gravel.
9. The travel way, passing turnouts, shoulders and flow line of drainage ditches and swales shall be maintained in satisfactory condition to assure safe and continuous, year-round access for all vehicles.
10. Trees and shrubs shall be trimmed and maintained so as not to hang into or obstruct the travel way, passing turnouts and shoulders. Overhead branches shall be trimmed to a height of not less than 13 feet.
11. Each lot accessed by a common driveway shall be subject to a Driveway Maintenance and Improvement Agreement which shall run with the land and be binding on each owner of the lots accessed from the common driveway, and upon their heirs, successors and assigns. Such Agreement shall be recorded in the office of the county clerk and shall be subject to the approval of the Town Attorney prior to such recording.
12. A development plan for the driveway, together with road profiles and other information as may be required by the Town Building Inspector, shall accompany plans for construction on the property at the time an application for a building permit is made. The development plan and profiles shall show conformity of the proposed driveway construction with these standards. These plans shall be prepared by a licensed professional engineer and shall bear the seal and signature of the engineer.
13. Upon completion, the applicant's engineer shall certify to the Town that the driveway has been constructed in accordance with the approved plans and with these specifications. Such certification shall accompany the application for issuance of a Certificate of Occupancy for the improvements. Such certification shall be in the form of an as-built survey of the driveway and other improvements.
14. The driveway construction requirements as shown on the final development plan or plat approved by the Planning Board shall be referenced in the deed for the property upon transfer.

1. For Site Plan Approval place the following owner endorsement signature block on the plan:

TOWN OF WASHINGTON PLANNING BOARD OWNER / APPLICANT SIGNATURES	
<p>The undersigned applicant(s) for the property and the undersigned owner(s) of the property shown herein certify that they are familiar with this map and its notes and its contents as stated hereon including all conditions of approval. The applicant and the owner understand their obligation to the Town to keep the premises as per plan approval by the Planning Board until a new or revised plan for development or use of the site is approved by the Planning Board. The applicant and the owner understand their obligation to the Town not to occupy the premises before a Certificate of Occupancy is issued by the Town for the occupancy as approved hereon.</p>	

Owner	

Date	

Applicant	

Date	

2. For Site Plan place the following signature block on the proposed plan:

TOWN OF WASHINGTON PLANNING BOARD PLAN APPROVAL	
<p>The plan of development for the property as depicted hereon was approved by a majority of the members of the Town of Washington Planning Board at a meeting held on _____, and the conditions of Site Plan Approval have been satisfied or arrangements have been made to ensure the completion of any outstanding or incomplete conditions.</p>	

Chairman	

Date	

3. For Subdivision and Lot Line Revision place the following owner endorsement signature block on the plan:

TOWN OF WASHINGTON PLANNING BOARD OWNER / APPLICANT SIGNATURES	
<p>The undersigned applicant for the property and the undersigned owner of the property shown herein certify that they are familiar with this map and its notes and its contents as stated hereon including all conditions of approval. The applicant and the owner understand their obligation to the Town to comply with all conditions of subdivision approval and consent to the filing of this map in the Office of the Dutchess County Clerk.</p>	

Owner	

Date	

Applicant	

Date	

4. For Subdivision and Lot Line Revision place the following signature block on the plan:

TOWN OF WASHINGTON PLANNING BOARD SUBDIVISION APPROVAL	
<p>The plan of development for the property as depicted hereon was approved by a majority of the members of the Town of Washington Planning Board at a meeting held on _____, and after a public hearing held on _____. By signature of the Chairman as set forth below, the Planning Board certifies that the requirements of Section 276 of the Town Law and the requirements of Chapter 177 of the Town of Washington Code have been met and the conditions of Subdivision Approval have been satisfied or arrangements have been made to ensure the completion of any outstanding or incomplete conditions.</p>	

Chairman	

Date	

Erosion Control Notes

1. In order to assure compliance of the project with both the Town Zoning Law and the NYSDEC regulations the following note shall be placed on all plat maps.
 - a. *At the time of application for a Building Permit, and prior to any land clearing or site preparation work for construction of improvements on any of the lots as approved herein, an Erosion and Sediment Control Plan shall be prepared in accordance with section 335 of the Town Zoning Law shall be submitted to the Planning Board for review and approval. No Building Permit shall be issued for any improvement until the Erosion and Sediment Control Plan has been approved.*
 - b. *The discharger, owner or operator shall at all times comply with the New York State SPDES General Permit (GP-02-01) requirements. A copy of any completed Notice of Intent submitted to the New York State Department of Environmental Conservation pursuant to GP-02-01 shall be submitted to the Planning Board.*