



*Town of*  
**Washington**

**TOWN OF WASHINGTON  
PLANNING BOARD**

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[planningboard@washingtonny.org](mailto:planningboard@washingtonny.org)

**GENERAL INFORMATION AND APPLICATION CHECKLIST**

**I. GENERAL INFORMATION**

**A. Meetings**

1. Planning Board meetings are held the first Tuesday of each month. Meetings are generally held at 6:00 pm but the time is subject to change so please verify the start time of the meeting you plan to attend by checking the Town's website home page where upcoming meetings are posted. See <https://www.washingtonny.org/>
2. Special meetings may be called by the Planning Board Chair and will be noticed pursuant to Open Meetings Law.
3. 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 date and time will be posted and made public pursuant to Open Meetings Law.

**B. Deadlines**

All submissions are due no later than 12:00 pm (noon) two weeks prior to the Planning Board monthly meeting. There will be no exceptions.

**C. Accuracy and Completeness of Applications**

The following is a summary of the Planning Board's submission requirements and is intended merely as an aid to expedite the work of the Planning Board and the applicant. Applicants and their representatives are responsible for reviewing and complying with the provisions of the Town of Washington Zoning Code and Land Subdivision Regulations, if applicable. Noncompliance with any of the requirements may result in delays in the processing of an application and incomplete or inaccurate information provided by applicants or their representatives may result in revocation of any approval granted based on such information.

1. The Planning Board's consultant will conduct an initial review for completeness and zoning compliance and shall report to the Planning Board. The consultant may request the assistance of the Planning Board's engineer and other professionals during the completeness review. The consultant may contact the applicant, or the applicant's identified professional, regarding any items found to be incomplete.

- D.** Please note that compliance with applicable application procedures and requirements does not guarantee approval of your project.

### C. WORKSHOP

Upon submission of a complete application, a matter may be added to the Planning Board agenda for a Workshop.

1. At the Workshop, the applicant (or their representative) should be prepared to discuss their application fully and answer all Planning Board members' questions.
2. Any further fee requirements will be discussed.
3. Any additional documentation required will be discussed.
4. A Public Hearing is usually required for applications and will be set only after the Planning Board is satisfied that the applicant has addressed all comments and questions to the satisfaction of the Board.

## II. FOR ALL APPLICATIONS (except certain Wetlands Applications where no other permit or approval is sought)

- A. Submit an original and four (4) copies of the following documents. (Site Plan applications go directly to the Planning Board Secretary. Special Permit and Wetlands applications go to the Zoning Administrator [currently the Building Inspector]).
  5. Complete Planning Board application. See [/file.html \(washingtonny.org\)](#)
  6. Complete Short Form Environmental Assessment Form (EAF) under SEQRA. See [https://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seafpartone.pdf](https://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf). This Short Form EAF may also be filled out using the EAF Mapper Tool which creates the form as you go. See <https://gisservices.dec.ny.gov/eafmapper>
  7. Consent to Inspection - [file.html \(washingtonny.org\)](#)
  8. Agricultural Data Statement, if required. This statement is required if any portion of the project is located on property within an agricultural district containing a farm operation, or on property with boundaries within five hundred (500) feet of a farm operation located within an agricultural district. See <https://washingtonny.org/document-center/planning-board-minutes/planning-board-forms-general-information/1688-agricultural-data-statement-pdf/file.html>.
  9. A recent survey.
    - a. If the project involves any construction, locate all water or wetlands (streams, creeks, ponds, or marshes) on the property on the survey.
    - b. The surveyor may need to flag the property to show the boundary of any wetland to demonstrate that the project lies outside that boundary.
      - i. The applicant may also choose to ask the Planning Board to have their consultant flag the property for an additional fee.
  10. Owner's Endorsement – note ALL owners must sign, including both spouses. <https://www.washingtonny.org/document-center/planning-board-minutes/planning-board-forms-general-information/planning-board-application-forms-general-information/1723-owner-s-endorsement-requires-a-notarized-signature/file.html>
  11. Copy of the deed for the properties involved.

12. A recent aerial photo at a scale of 1:200 or less with the relevant tax parcels delineated.
- B. Digital Copies – All applications shall include a digital copy of all applications, forms, documents and maps. Electronic files may be submitted on a flash drive or via email to [planningboard@washingtonny.org](mailto:planningboard@washingtonny.org). The digital copy shall be in a pdf, jpeg or other suitable write-protected image format capable of being opened and viewed using standard Windows-based software.
- C. Pay all required fees. See <https://www.washingtonny.org/document-center/planningboard-minutes/planning-board-fee-schedule/1337-planning-board-feeschedule/file.html>

**III. If an application is for SITE PLAN REVIEW AND APPROVAL:**

- A. Submit all documents required in Section II above to the Planning Board Secretary.
  1. Submit an original and four (4) copies of:
    - a) A **Vicinity map** drawn at the scale of two thousand (2,000) feet to the inch or larger. This sketch may be superimposed on the most recent United States Geological Survey map of the area.
    - b) A **simple Sketch Plan** pursuant to Section 41 of the Subdivision Regulations.
  2. After the initial Planning Board meeting to discuss the project, the applicant must submit two (2) full size sets of plans and two (2) reduced size sets (24" x 18" / "C" size sheet) drawn at a scale of forty feet to the inch (1" = 40') on standard 24" x 36" sheets, with continuation on 8 ½" x 11" sheets as necessary for written information showing the information required for each phase of the approval process pursuant to the Subdivision Regulations. See <https://www.washingtonny.org/document-center/building-zoning/towncode/57-land-subdivision-complete/file.html>
    - a) Preliminary Plat – Section 42 of the Subdivision Regulations
    - b) Final Plat – Section 43 of the Subdivision Regulations

**IV. If a SPECIAL PERMIT APPROVAL is sought:**

- A. Application must be made to the Zoning Administrator (currently the Building Inspector) prior to consideration of a building permit or certificate of occupancy for any use requiring a special permit.
- B. Submit all documents required in Section II above.
- C. Submit a **SPECIAL PERMIT PLAN** pursuant to Section 472 of the Zoning Code. You must submit two (2) full size sets of plans and two (2) reduced size sets (24" x 18" / "C" size sheet) of plans drawn at a scale of forty feet to the inch (1" = 40') on standard 24" x 36" sheets.
  1. The plans and other descriptive matter must be sufficient to clearly portray the intentions of the applicant.
  2. The requirements for the plans may differ based upon the type of special permit being sought but must at least locate all buildings, parking areas, traffic

access and circular drives, open spaces, landscaping, and any other information pertinent to the application.

3. The special permit plan must also meet the more detailed requirements for site plans noted above in Section III unless, in the discretion of the Planning Board, selected site plan requirements shall not be required for certain types of special permit use applications.

- a) For example, a special permit for a home occupation which requires no change to the premises will likely require less detailed plans than a special permit for an accessory housing unit to be constructed.

- D. All special permit applications for a **construction** project should include:
  1. A floor plan;
  2. A façade drawing; and
  3. An **“AS BUILT” SURVEY** showing all buildings on the site now.

**V. If a WETLANDS PERMIT is sought:**

- A. Most Wetlands Applications come in conjunction with another Planning Board application. There are a few situations where the Wetlands Application may be the only application required. Contact the Zoning Administrator (currently the Building Inspector) to discuss your project and find out what is required before submitting any application.
- B. If necessary for your application (where you seek another permit or approval as well as a Wetland Permit), complete all documents in Section I above.
- C. Review the Wetlands Law found here. <https://www.washingtonny.org/document-center/building-zoning/town-code/58-resolution-of-adoption-wetlands-5-12-11-2/file.html>. (Please note that Section 328 found in the Zoning Code is not applicable and has been supplanted by this Section 396).
- D. Submit an original and four (4) copies of a completed Wetlands Application form ([see https://www.washingtonny.org/document-center/planning-board-minutes/planning-board-forms-general-information/33-wetland-permit-form-1/file.html](https://www.washingtonny.org/document-center/planning-board-minutes/planning-board-forms-general-information/33-wetland-permit-form-1/file.html)) to the Zoning Administrator. This must include:
  1. An explanation of why the proposed activity cannot be located at another site, i.e., out of the wetland, watercourse, water body or controlled areas (“Alternatives Analysis”).
  2. A map showing all wetlands, watercourses, water bodies and controlled areas within 200 feet of the location of the proposed regulated activity, based on areas depicted on the Town Wetlands Protection Map or on a visual inspection. This map is not required to be a formal wetland delineation but must illustrate the location of the wetlands using a scale.
  3. A map at a scale no greater than one inch equals fifty feet (1" = 50') and containing contour intervals of five (5) feet or less in the regulated area showing the area of wetland or watercourse directly or indirectly affected, with the location of the proposed activity hereon. The maps required may be combined into one map.

4. A description of the vegetative cover of the area, including dominant species.
  5. A description of the soil types on the site.
  6. Complete Short Form Environmental Assessment Form (EAF) under SEQRA. See [https://www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seafpartone.pdf](https://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf). This Short Form EAF may also be filled out using the EAF Mapper Tool which creates the form as you go. See <https://gisservices.dec.ny.gov/eafmapper>
- E. After an initial review of the information required above, above, the Planning Board may require additional information, including a formal delineation of the regulated areas in the field by the Wetland Administrator or another qualified individual knowledgeable about wetlands and water resources. See Zoning Code Section 396 (IX)(C)(11) <https://www.washingtonny.org/document-center/building-zoning/town-code/58-resolution-of-adoption-wetlands-5-12-11-2/file.html>.

## VI. Important Notes

- A. All applications and submissions are formally received as of the date of the next regular Planning Board meeting.
- B. Prior to making a decision on an application, the Planning Board will make a determination of significance under the State Environmental Quality Review Act ("SEQRA").
  1. The project will be classified in one of the following ways:
    - a) Type I Action - Type I actions meet or exceed thresholds listed in the statewide or agency SEQRA regulations. These are likely to require preparation of an Environmental Impact Statement. Some examples include nonresidential projects physically altering 10 or more acres of land or zoning changes affecting 25 or more acres.  
Note - Type I actions do not always require an Environmental Impact Statement.
    - b) Unlisted Action - Unlisted actions do not meet the Type I thresholds but some may still require an Environmental Impact Statement. Some examples include nonresidential projects physically altering less than 10 acres of land or adoption of regulations, ordinances, local laws, and resolutions that may affect the environment.
    - c) Type II Action - Type II actions are, by regulation, those actions which never require further SEQRA review.
  2. 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.
  3. SEQRA – An application is not considered complete until the Planning Board makes a determination that the project does not have a significant adverse effect on the environment (a Negative Declaration) or an Environmental Impact Statement has been received and declared complete.
- C. The Town of Washington Conservation Advisory Commission. This is an advisory commission which may be able to give the applicant advice as to their proposed project or help filling out the Short Form Environmental Assessment Form. They may be contacted by email at [CAC@washingtonny.org](mailto:CAC@washingtonny.org).

- D. If an application is not approved, the applicant will be required to refile with a new application to obtain further consideration of the project or permit.
- E. With respect to subdivision applications:
  - 1. If site plans 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 denial of the application and a new application with applicable fees may be required.
  - 2. Conditional approval of a Plat will expire on the 180<sup>th</sup> day after the conditional approval was granted by the Planning Board. Upon request, the Planning Board may extend the conditional approval for no more than two additional periods of 90 days each, if the request is warranted and received in a timely manner.
  - 3. The plat will be void if it is revised after the Planning Board signature. No changes, erasures, modifications or revisions shall be made after the plat has been signed by the Planning 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.
- F. The Planning Board's consultant will conduct an initial review for completeness and zoning compliance and shall report to the Planning Board. The consultant may request the assistance of the Planning Board's engineer and other professionals during the completeness review. The consultant may contact the applicant, or the applicant's identified professional, regarding any items found to be incomplete.
- G. A public hearing will be set only after the Planning Board is satisfied that the applicant has addressed all comments and questions to the satisfaction of the Board.
- H. Pursuant to Town Code Section 475, when a public hearing is scheduled, it is the responsibility of the applicant or the applicant's representative to send out all required legal notices at least 10 business days prior to the public hearing. These notices include:
  - 1. To owners of land within 500 feet of the proposed site (via certified mail/return receipt requested);
  - 2. To the regional park commission having jurisdiction over any state park within 500 feet of the proposed site (via certified mail/return receipt requested); and
  - 3. Publication of the legal notice in the Poughkeepsie Journal. This must be sent to the Poughkeepsie Journal a minimum of 14 days prior to the scheduled hearing to comply with the 10 business days requirement. Arrangements for publication should be made through The Poughkeepsie Journal Legal Notices Department at 845-451-4545 (choose option "3" for "Legal Advertising". Applicants will be required to send the actual Legal Notice by email to the Legal Notice Department at [pjlegals@poughkeepsiejournal.com](mailto:pjlegals@poughkeepsiejournal.com).

The Planning Board Secretary will supply the form legal notice and the list of neighboring addresses. Prior to the public hearing, the applicant must provide the Secretary with proof that the notices were mailed and with copies of the receipt and ad copy from the Poughkeepsie Journal.
- I. The Planning Board will act on an application within 62 days of the close of the public hearing on a complete application. The Planning Board decision will be filed with the Town Clerk within five business days of the date of the decision.