



*Town of  
Washington*

**TOWN OF WASHINGTON  
PLANNING BOARD**

10 Reservoir Drive • P.O Box 667 Millbrook,  
NY 12545 • (845) 677-3419 EXT 116 •  
[planningboard@washingtontny.org](mailto:planningboard@washingtontny.org)

**COMBINED PLANNING BOARD APPLICATION**

***Submit Application and four copies, together with all required additional documentation and fees, to:***

Planning Board Secretary  
Town of Washington  
10 Reservoir Drive  
Millbrook, NY 12545  
T: (845) 677-3419, Ext. 116  
F: (845) 677-2085

***With electronic copy (including all maps and forms) to:***

Planning Board Secretary  
[planningboard@washingtontny.org](mailto:planningboard@washingtontny.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.

Name of Applicant(s): \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Record Owner(s) of Property: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Before completing the next page, review the Town Zoning Map found at  
<https://www.dutchessny.gov/Departments/Planning/Docs/washington.pdf>  
to determine your Zoning District, which will be one of the following:

RR-10 Rural Residential	RL-5 Low Density Residential	RH-1 High Density Residential	HM Hamlet Mixed-Use
RS-10 Rural Residential	RS-5 Low Density Residential	RM-2 Medium Density Residential	

Applicant Name: \_\_\_\_\_

**REAL PROPERTY INFORMATION:** Complete a box for each lot which is involved. Copy and attach more sheets if more than 3 parcels.

Dutchess County Tax Map Number (1234-00-123456-0000)	
Name of Property Owner	
Property Street Address	
Number of Acres	
Zoning District from Zoning Map	
Describe the Current Use of the Property	
Is this property located near or in a buffer area next to a wetland, waterbody or watercourse?	_____ YES _____ NO May require a Town Wetlands Permit or be ruled by the Aquifer Protection Requirements
Is this property within 500 feet of the boundary of the Village of Millbrook?	_____ YES _____ NO

Dutchess County Tax Map Number (1234-00-123456-0000)	
Name of Property Owner	
Property Street Address	
Number of Acres	
Zoning District from Zoning Map	
Describe the Current Use of the Property	
Is this property located near or in a buffer area next to a wetland, waterbody or watercourse?	_____ YES _____ NO May require a Town Wetlands Permit or be ruled by the Aquifer Protection Requirements
Is this property within 500 feet of the boundary of the Village of Millbrook?	_____ YES _____ NO

Dutchess County Tax Map Number (1234-00-123456-0000)	
Name of Property Owner	
Property Street Address	
Number of Acres	
Zoning District from Zoning Map	
Describe the Current Use of the Property	
Is this property located near or in a buffer area next to a wetland, waterbody or watercourse?	_____ YES _____ NO May require a Town Wetlands Permit or be ruled by the Aquifer Protection Requirements
Is this property within 500 feet of the boundary of the Village of Millbrook?	_____ YES _____ NO

Applicant Name: \_\_\_\_\_

I. The following must be answered for **ALL APPLICATIONS**:

A. APPROVAL REQUESTED FOR (check all that apply):

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

B. All applications must include all of the following documents. (Please mark with a check to indicate that each is enclosed)

- \_\_\_\_\_ A copy of the current deed of each property.
- \_\_\_\_\_ Any easements affecting all parcels involved in the proposed activity.
- \_\_\_\_\_ A recent survey.  
If the project involves any construction, locate all water or wetlands [streams, creeks, ponds, or marshes] on the property on the survey.
- \_\_\_\_\_ A recent aerial photo at a scale of 1:200 or less with the relevant tax parcels delineated. (This can usually be found using Dutchess Parcel Access as long as all current structures are shown).
- \_\_\_\_\_ Owner's Endorsement – (You will find this attached to the end of this application.) Note ALL owners must sign, including both spouses.
- \_\_\_\_\_ Consent to Inspection – (can be found on Planning Board page under “Planning Board Documents and Forms”).
- \_\_\_\_\_ Section 803 Ethics Statement. (You will find this attached to the end of this application.)
- \_\_\_\_\_ Environmental Assessment Form (EAF) for SEQRA review.  
Complete Short Form EAF under SEQRA, which can be found at [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>. After initial review, the Planning Board may require a long form EAF.

C. The following documents may be required, if applicable. (Please mark with a check to indicate which, if any, are enclosed)

- \_\_\_\_\_ Agricultural Data Statement. (This can be found on Planning Board page under “Planning Board Documents and Forms”).  
This document 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.  
If this is applicable, what Agricultural District is the property in? \_\_\_\_\_
- \_\_\_\_\_ Wetland Permit Application. (This can be found on Planning Board page under “Planning Board Documents and Forms”).  
**Please review Zoning Code Section 396 to determine if a permit is required in your specific instance.**

Applicant Name: \_\_\_\_\_

A Wetlands Application may be required if the proposed activity is:

- within 50 feet of the boundary of a wetland that is at least  $\frac{1}{4}$  acre in size but less than 1 acre; or
- within 100 feet of a boundary of a wetland that is at least 1 acre in size; or
- Within 100 feet from the high water mark of a perennial watercourse or waterbody; or
- within 50 feet from the high water mark of the identified channel for an intermittent watercourse.

D. Detailed description of proposed activity:

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E. Are there agricultural and /or forestry exemptions affecting the property?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list in detail:

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F. Total acreage involved in the application. \_\_\_\_\_

G. Total contiguous acreage controlled by the applicant/owner. \_\_\_\_\_

(This includes lands owned by family members of the applicant and any corporations, partnerships, limited liability companies, or other entities in which the applicant has an interest.)

List each contiguous property:

Dutchess County Tax Map Number (1234-00-123456-0000)	
Name of Property Owner	
Property Street Address	
Number of Acres	

Dutchess County Tax Map Number (1234-00-123456-0000)	
Name of Property Owner	
Property Street Address	
Number of Acres	

Applicant Name: \_\_\_\_\_

H. Total number of existing structures (including houses, detached garages, sheds, barns or any other building structure). \_\_\_\_\_

I. Types of existing structures (list):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. Total square footage of all new construction. \_\_\_\_\_

K. Estimated value of new construction or addition. \_\_\_\_\_

L. Type of construction or activity proposed (check all that apply):

New construction:

Residential \_\_\_\_\_

Commercial \_\_\_\_\_

Institutional \_\_\_\_\_

Home occupation \_\_\_\_\_

Expansion:

Residential \_\_\_\_\_

Commercial \_\_\_\_\_

Institutional \_\_\_\_\_

Change in use \_\_\_\_\_

Other: \_\_\_\_\_

M. If any of the following professionals are involved in the proposed project or activity, please identify and provide contact information:

**Professional Engineer**

Name: \_\_\_\_\_

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

\_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**Licensed Land Surveyor**

Name: \_\_\_\_\_

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

\_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**Attorney**

Name: \_\_\_\_\_

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

\_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**Other Type of Professional:**

\_\_\_\_\_

Name: \_\_\_\_\_

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

\_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

- N. Does this application require approvals from any other organization or entity (for example, i.e: NYS DOT, Dutchess County Board of Health, Dutchess County Department of Transportation, the Village of Millbrook)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please identify the organization and whether an application has been made to them.

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II. For **SUBDIVISION AND LOT LINE ADJUSTMENT** applications, please also answer the following:

A. **LOTS**

Number of lots proposed: \_\_\_\_\_

Size of the smallest lot proposed: \_\_\_\_\_

Size of the largest lot proposed: \_\_\_\_\_

B. **DRIVEWAYS**

Number of private driveways proposed: \_\_\_\_\_

Number of common driveways proposed: \_\_\_\_\_

Maximum number of lots served by a common driveway: \_\_\_\_\_

- C. 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 your measure in acres or square feet).

- D. IF LOT LINE ADJUSTMENT – Does applicant seek a waiver of the public hearing?

No \_\_\_\_\_ Yes \_\_\_\_\_

- E. If SUBDIVISION - Does subdivider intend to request any waivers or variances from the

Subdivision Regulations upon submission of Final Plat for approval? No \_\_\_\_\_ Yes \_\_\_\_\_

- F. IF SUBDIVISION - Does subdivider intend to submit a single subdivision plat for filing with the County Clerk for all property in the Preliminary Plat? No \_\_\_\_\_ Yes \_\_\_\_\_

If no, state the number of sections to be filed. \_\_\_\_\_

III. FEES AND ESCROW

A. Application Fee and Escrow Deposit

An Application Fee and an initial Escrow Deposit for the amounts listed in the chart on the next page for your type of application must be included with this application.

Applicant Name: \_\_\_\_\_

Fees are payable to the "Town of Washington" and are due at the time the application is submitted.

Fee Type		Amount	Amount Due	Date Paid
<b>ESCROW FEE (DUE FOR ALL APPLICATIONS)</b>				
Initial Escrow Deposit:		\$1,500.00		
<b>Additional Escrow will be determined at the first Planning Board meeting.</b> This additional escrow can vary from \$2,000 to \$10,000 and will be determined by the complexity of the matter and the amount of legal and/or planning consultant advice required				
<b>LOT LINE CHANGE APPLICATION FEE</b>				
	Up to 5.99 acres	\$600.00		
	6.0 - 15.99 acres	\$900.00		
	16.00 acres or greater	\$1,200.00		
<b>SITE PLAN APPLICATION FEE</b>		\$600.00		
<b>SPECIAL USE PERMIT FEE</b>		\$600.00		
<b>WETLANDS PERMIT FEE</b>		\$600.00		
<b>SUBDIVISION:</b>				
<b>Preliminary Approval - Minor: Up to 4 Lots</b>				
	Application Fee:	\$750.00		
	Fee Per New Lot	\$250.00 per lot		
	Final Approval	\$750.00*		
	Final Approval Up to 4 lots	\$200.00 per lot*		
	Recreation Fee Per New Lot	\$4,000.00 per lot		
<b>Preliminary Approval - Major: 5 or more lots</b>				
	Application Fee	\$850.00		
	Fee Per New Lot	\$250.00		
	Final Approval	\$850.00*		
	Fee Per New Lot	\$200.00 per lot*		
	Recreation Fee Per Lot	\$4,000.00		

\* To be paid whether or not the Planning Board waives the requirements for Final Approval.

Applicant Name: \_\_\_\_\_

The applicant will periodically be advised as to the need to replenish the escrow account. Any unexpended escrow deposit will be returned to the applicant at the completion of review of the application.

Please note here the total amount of the check you are including for the Application Fee and Escrow Deposit. \$ \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner (if different)



9





**TOWN OF WASHINGTON PLANNING BOARD**  
PlanningBoard@Washingtonny.org

**10 Reservoir Dr, PO Box 667  
Millbrook, NY 12545  
845-677-3419**

**THIS DOCUMENT MUST BE SIGNED BEFORE A NOTARY PUBLIC**

**PLEASE NOTE:** If ownership is held by a corporation, LLC, jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement.

**OWNER'S ENDORSEMENT**

STATE OF NEW YORK)

COUNTY OF \_\_\_\_\_) ss:

\_\_\_\_\_, being duly sworn, deposes and says:

- I am: (check one)**
- \_\_\_\_\_ 1. the sole owner in fee (One individual on the tax roll)
  - \_\_\_\_\_ 2. a part owner in fee (Two or more individuals on the tax roll)
  - \_\_\_\_\_ 3. an officer of the corporation which is the owner in fee of the premises described in the foregoing application.
  - \_\_\_\_\_ 4. designated party authorized to act pursuant to a trust or legal document. (Trustees listed on tax roll)
  - \_\_\_\_\_ 5. member/owner(s) of Limited Liability Corporation (LLC).

**(If you checked #3, #4 or #5, you must attach proof of authority (i.e.: Corporate Resolution, Surrogate Letter, Executor of the Will, Certified Letter of Testamentary, Letter of Administration, Attorney-Opinion Letter, Letter or Probate, Power of Attorney)**

I reside at \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I have authorized (name) \_\_\_\_\_ of (Company) \_\_\_\_\_ to make the foregoing application to the Town of Washington for approval as described herein for the property located at \_\_\_\_\_

\_\_\_\_\_ Property ID # \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
If owner is a corporation or LLC, please indicate name of the entity and title of the officer whose signature appears above.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_ Notary Stamp: commission expires: \_\_\_\_\_

\_\_\_\_\_ **Proof of Authority is attached. Type of Authority:** \_\_\_\_\_

**THE FOLLOWING SIGNATURE BLOCKS ARE FOR YOUR INFORMATION ONLY AND MUST BE PLACED ON THE FINAL MAP FOR APPROVAL. (SIGNATURES ARE NOT REQUIRED HERE.)**

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

TOWN OF WASHINGTON PLANNING BOARD  
OWNER / APPLICANT SIGNATURES

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 obligations 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 herein.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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

TOWN OF WASHINGTON PLANNING BOARD  
PLAN APPROVAL

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.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
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	
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 obligations 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.	
_____	
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	
The plan of the 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 Chairperson as set forth below, the Planning Board certifies that the requirements of Section 276 of the Town Law and the requirements 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.	
_____	
Chair	
_____	
Date	



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**Minimum Development Guidelines for Private and Common Driveways**

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

**For all Private Driveways:**

1. Finished grade for all parts of the driveway shall not exceed 12 percent.
2. The minimum driveway width shall not be less than 16 feet wide with a travel 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 topsoiled, seeded with an appropriate grass blend, and mulched.
4. Passing turnouts not measuring less than 40' x 10' shall be placed at not more than five hundred feet 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 and 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 18 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 such 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 to the property.
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.



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**EROSION CONTROL NOTES FOR SUBDIVISION PLATS**

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In order to assure compliance of the project with both the Town Zoning Law and NYS DEC regulations, the following notes shall be placed on all subdivision plats:

*At the time of any application for a Building Permit, and prior to any land clearing or site preparation work for construction of any improvements on any of the lots approved herein, an Erosion and Sediment Control Plan shall be prepared in accordance with Section 164-46 of the Town Zoning Law and 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.*

*The discharger, owner, or operator shall at all times comply with the requirements of the NYS Department of Environmental Conservation SPDES General Permit for Stormwater Discharges from Construction Activity requirements. A copy of any completed Notice of Intent submitted to the NYS DEC pursuant to the General Permit shall be submitted to the Planning Board.*