TOWN OF WASHINGTON PLANNING BOARD
10 Reservoir Drive ● P.O Box 667
Millbrook, NY 12545 ● (845) 677-3419 EXT 116 ●
planningboard@washingtonny.org

PROPERTY 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@washingtonny.org

Applicant Name: Laura Palmer, The Innisfree Foundation, Inc.

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)	135889-6664-00-008099-0000
Name of Property Owner	The Innisfree Foundation, Inc
Property Street Address	362 Tyrrel Road, Millbrook, NY 12545
Number of Acres	57.40
Zoning District from Zoning Map	RR-10
Describe the Current Use of the Property	Public garden with associated administrative, maintenance and storage uses
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)	
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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: Laura Palmer, The Innisfree Foundation, Inc.

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.

NONE KNOWN 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.
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.

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

- within 50 feet of the boundary of a wetland that is at least ¼ 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:
Installation of an engineered 33-foot by 40-foot enclosed maintenance and equipment-storage building incorporating four existing shipping containers, with a pre-engineered metal roof system, framed end walls, one man door, and one roll-up door. The project does not involve a change in use, public access, parking, traffic, water, or septic service. The Zoning Board of Appeals approved the required 55-foot setback variance on September 15, 2026.

E. Are there agricultural and /or forestry exemptions affecting the property?
Yes _____ No ✓ If yes, please list in detail:

F. Total acreage involved in the application. 57.40

G. Total contiguous acreage controlled by the applicant/owner. 57.40
(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:

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Property Street Address	362 Tyrrel Road, Millbrook, NY 12545
Number of Acres	57.40

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

Applicant Name: Laura Palmer, The Innisfree Foundation, Inc.

H. Total number of existing structures (including houses, detached garages, sheds, barns or any other building structure). 3

I. Types of existing structures (list):
Garden-related administrative, visitor, maintenance, storage and utility structures, including eight existing storage containers.

J. Total square footage of all new construction. 1,320 square feet

K. Estimated value of new construction or addition. $73,355

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: Metal Building Engineering, LLC Address: Fountain Inn, SC 29644 Email Address: engsupport@actbuildingsystems.com Telephone Number:	**Licensed Land Surveyer** Name: Address: Email Address: Telephone Number:
Attorney Name: Address: Email Address: Telephone Number:	**Other Type of Professional:** Builder/Distributor Name: Dennis Lounsbury Builders Address: Email Address: Telephone Number:

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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.
_____
_____

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: Laura Palmer, The Innisfree Foundation, Inc.

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
ESCROW FEE (DUE FOR ALL APPLICATIONS)			
Initial Escrow Deposit:	$1,500.00	$1,500	
Additional Escrow will be determined at the first Planning Board meeting. 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			
LOT LINE CHANGE APPLICATION FEE			
Up to 5.99 acres	$600.00		
6.0 - 15.99 acres	$900.00		
16.00 acres or greater	$1,200.00		
SITE PLAN APPLICATION FEE	$600.00	$600	
SPECIAL USE PERMIT FEE	$600.00		
WETLANDS PERMIT FEE	$600.00		
SUBDIVISION:			
Preliminary Approval - Minor: Up to 4 Lots			
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		
Preliminary Approval - Major: 5 or more lots			
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.

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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. $ 2,100

Dated: 11/16/2026

Laura Palmer

Signature of Applicant

Signature of Owner (if different)

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AFFIDAVIT TO BE COMPLETED BY AGENT OF OWNER

State of New York **}**
} **ss:**
County of Dutchess **}**

Laura Palmer being duly sworn, deposes and says:

1. That he/she is the agent named in the foregoing application for Innisfree Foundation, Inc. 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 450 Woodstock Road, Millbrook, NY 12545 in the County of Dutchess and the State of New York.
3. That he/she is the Authorized Agent of the within property as described in the foregoing application for Planning Board approval 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

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DISCLOSURE OF BUSINESS INTEREST

State of New York **}**
} ss:
County of Dutchess **}**

Laura Palmer 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.)
   None

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.)
   Not applicable

3. That he/she understands that the Town of Washington 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