

Prior to filing any application for subdivision approval, the applicant shall request in writing that the zoning administrator schedule a pre-application conference for a determination of completeness.

APPLICATION TO THE PLANNING BOARD
TOWN OF HYDE PARK, NEW YORK
4383 Albany Post Road, Hyde Park, N.Y. 12538
Phone (845) 229-5111 X 2 Fax (845) 229-0349
www.hydeparkny.us

To be completed by the Town

Project Name. _____ Date Stamp: _____

Name of Primary Contact Person: _____

Phone # _____ Email address: _____

Date Planning Board Accepted for Sketch: _____

Received by: _____ Application Fee: _____

Escrow Deposit: _____ EAF: _____

Number of copies (15): _____ 15 days prior to workshop: _____

Plat conforms to Preliminary plus other Planning Board Requirements: _____ Review Date _____

Incomplete and additional information required, check list sent: _____

Eleven sets of revised applications received: _____

Date of SEQRA Declaration: _____

Complete and regular meeting scheduled (min. 15 days hence): _____
Representative must attend the meeting.

Planning Board determines incomplete: _____

Planning Board accepts as complete for filing: _____
and the Preliminary Plat public hearing is set (within 62 days) for _____

Referrals by Planning Board:

- _____ DCDPW (w/I 500 ft of CO Rd):
- _____ NYS Regional DOT (w/I 500 ft of State Rd):
- _____ DCDDP: (w/I 500 ft of County or State road, drainage easement, institution or park,
or municipal boundary)

To be completed by the applicant

Part I – Information

I. PROPERTY ADDRESS: _____

TAX GRID NO.: _____

ZONING DISTRICT: _____

NAME OF PRIOR SUBDIVISION _____

RECORDING DATE OF PREVIOUSLY FILED MAP: _____

II. PROPERTY OWNERSHIP:

NAME OF OWNER(s) _____

ADDRESS: _____

NAME OF CONTACT PERSON: _____

PHONE NUMBER: _____ EMAIL: _____

III. APPLICANT INFORMATION:

APPLICANT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ Email: _____

IV. PROJECT INFORMATION:

Use proposed/Classification per Chapter 108, Article 5: _____

The Applicant requests a **Subdivision** for the use of the above described property as provided under

- _____ Section 96.9 Average Density Subdivision, or
- _____ Section 96.9 Average Density with Clustering, or
- _____ Section 96.10 Conservation Design Subdivision
- _____ PUD

of the Code of the Town of Hyde Park for the following purposes and uses:

Average Density Calculation:

Provide a calculation establishing the maximum number of dwelling units that can be developed per the Schedule of Bulk Regulations and Chapter 108 Article 5.

Does a variance application accompany this application: _____

Identify the proposed method of legal assurances to prevent further subdivision of any lot if such subdivision would reduce the average density below the permitted density.

Identify the proposed method of legal assurances to permanently set aside open space as required (96-9.E).

V ADDITIONAL INFORMATION TO ACCOMPANY THE APPLICATION

SEQRA Long Form Part I

All the information required for Sketch Plan Approval as found in 96.18

- Sketch Pan Map
- Context Map
- Existing Resources Map
- Waivers requested

If clustering, all information per 96.9.F.

If Conservation Design Subdivision, supply all information per 96.10.

Major Subdivision Preliminary Plat (map 96.20.A)

Accompanying Data

- Entire holdings 96.20.B
- Covenants or deed restrictions 96.20.C
- Temporary Markers 96.20.D
- Waivers 96.20.E

VI SIGNATURE AND VERIFICATION

Please be advised that no application can be deemed complete unless signed below.

I hereby certify that the information enclosed herewith and on the application is accurate and factual:

Signature of Applicant: _____ Date: _____

I the record owner do hereby authorize _____ to represent me before the Planning Board during the Subdivision Approval process:

Signature of Owner: _____ Date: _____

NOTE: Expiration of Approval. 96.14.A.8

Planning Board approval of a preliminary plat shall expire six months after the date of such formal action. No Planning Board action will be taken after such expiration until a new application and filing fees are submitted. A waiver for a reasonable period of time of up to six months may be given in cases of hardship upon petition to the Planning Board prior to expiration of the preliminary approval.

For all applications that have been deemed withdrawn/closed/expired, payment of new fees are required if the applications are resubmitted

**ESCROW PROCEDURES
ATTACHMENT A**

Upon initial application to the Planning Board, an applicant or his/her agent is responsible to deposit with the Town an escrow or combination escrow amount as established by the Town Board or by the Chair or his/her designee in advance of the review of the application.

Upon receipt of your escrow, an account will be set up specifically for your project. The funds will be placed in a non-interest bearing account maintained by the Town of Hyde Park and will be used by the Planning Board for consultation with professional review services provided by engineers, lawyers, architects, landscape designers, surveyors, appraisers, planners and related professionals. Professional review expenses are billed at an hourly rate and you will be responsible for these bills as it pertains to your project. For instance, as the Town receives bills for work performed on your project from its consultants (i.e., Attorney, Engineer, Planner, etc.), your escrow will be used to pay these bills. The Chair or his/her designee prior to approval verifies bills by the Town Board for payment. At anytime, you may request, in writing, **copies of the bills processed against your escrow directly from project Consultants. Please contact the ZBA or Planning Board Secretaries for the email address for the project consultant.**

Before receiving the final decision by the Planning Board regarding your application, any bills submitted by the consultants used by the Planning Board will be fully paid by your escrow.

If at anytime there are insufficient funds in your account to cover the bills, there will be a delay in your application being placed on the agenda, review of your project, and delay in your project being considered for final decision. In the event that you fail to deposit the requested review fees into an escrow account, any application review, approval, permit or certificates of occupancy shall be withheld or suspended by the reviewing board, officer or employee of the Town until such monies are deposited. In addition, no application to the Town Board, Planning Board or Zoning Board of Appeals shall be accepted, nor shall any building permit or Certificate of Occupancy be issued, if said applicant has outstanding any fees due the Town from any previous applications.

The Town may invoke any and all legal remedies provided to it under applicable laws including Article 36 of the Hyde Park Zoning Code, including charging such sums against the real property subject to the permit application and adding that charge to and making it a part of the next real property tax bill associated with the subject property.

After all bills are paid in full, the Board will authorize release of any escrow balances to you or your designee.

Please sign below as agreement to the terms of the escrow procedures.

Signature of Primary Applicant

Date

Kindly print the name of the person whom any refund check will be made payable to upon completion of your application. This person will receive any escrow balance remaining, if any, upon approval of the Town Board

Name: _____

Mailing Address: _____

Telephone: _____

96-20 Major Subdivision preliminary plat

Plat prepared by PE, RA, or LLS

Plat to contain:

Uniform size no larger than 36" x 48"

If more than one sheet, must have match line and key map

Title block:

Name of Subdivision (S/D) and words Town of Hyde Park, Dutchess County, New York

Name and address of subdivider and record owner

Name and address, license number and seal and signature of PE and/or LLS

Total acreage for entire tract and each zone-district within the tract

Total number of proposed lots, acreage and square footage of each.

Other notations:

Date of original preparation and of each subsequent revision.