

# Major Subdivision Final Plat Application Form

Prior to filing an application for subdivision approval, the applicant shall request in writing that the zoning administrator schedule a review 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

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**Cover page to be completed by the Town**

Project Name: \_\_\_\_\_ Date Stamp: \_\_\_\_\_

Name of Primary Contact Person: \_\_\_\_\_

Phone # \_\_\_\_\_

Date Planning Board Accepted for Sketch: \_\_\_\_\_

Date of Resolution approving the preliminary plat: \_\_\_\_\_  
(Approval valid for 6 mo. If longer may refuse, require resubmission of preliminary or grant hardship 6 mo extension)  
(Extension granted only if fully conforms to zoning at time of extension and any zoning amendments pending at the time)

Date of SEQRA Declaration: \_\_\_\_\_

Received by: \_\_\_\_\_ Application Fee: \_\_\_\_\_

Escrow Deposit: \_\_\_\_\_

Number of copies (15): \_\_\_\_\_

Drawings conform to Final requirements plus other Planning Board Requirements: \_\_\_\_\_

Incomplete and additional information required, check list sent: \_\_\_\_\_

Complete and regular meeting scheduled (min. 15 days hence): \_\_\_\_\_  
(If a final plat is submitted which the Planning Board deems to be in substantial agreement with a preliminary plat approval, the Planning Board may waive the requirement for a public hearing. 96-14B.7 a and within 62 days make a decision.)

Date scheduled for Public Hearing: \_\_\_\_\_

- When a final plat is submitted which the Planning Board deems not to be in substantial agreement with a preliminary plat approved pursuant to this Chapter, the Planning Board shall hold a public hearing within 62 days after the receipt of a complete application for such plat by the Planning Board. The hearing must be advertised at least once in a newspaper of general circulation in the Town at least five days before it is held and by posting notice thereof by mail to the owners of the property within 150 feet of all property lines and to any other persons whom the Planning Board may deem to be particularly affected. **Said advertisement of public hearing shall be placed by the Secretary of the Planning Board and the notification of adjacent landowners and others shall be made by the applicant.** If the Planning Board is serving as lead agency under SEQRA, and if the Planning Board has determined that a DEIS is required, a public hearing on the DEIS shall be held. The public hearing on the DEIS and the public hearing on the subdivision application shall be consolidated and held jointly, in which event the hearing must be advertised at least once in a newspaper of general circulation in the Town at least 14 days prior to the hearing. The Planning Board may provide that the hearing be further advertised in such manner as it deems most appropriate for full public consideration of such plat. The hearing on the plat shall be closed upon motion of the Planning Board within 120 days after it has opened. Then within 62 days make a decision. The timeframe may be extended by mutual consent.

**OR,** Public Hearing Waived: \_\_\_\_\_

Date of decision on Final Plat: \_\_\_\_\_

Date of local governing body approval of Performance bond \_\_\_\_\_

Date of recording of the Filed Map: \_\_\_\_\_

Filed Map Number: \_\_\_\_\_

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## I. INFORMATION

PROPERTY ADDRESS: \_\_\_\_\_

TAX GRID NO.: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

NAME OF PRIOR SUBDIVISION (if any) \_\_\_\_\_

RECORDING DATE OF PREVIOUSLY FILED MAP: \_\_\_\_\_

## II. PROPERTY OWNERSHIP:

NAME OF OWNER(s) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

## III. APPLICANT INFORMATION:

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

## IV. PROJECT STANDARDS INFORMATION 108-14.B 10 & 11 :

- \_\_\_\_\_ Is consistent with Greenway Connections Article I.
- \_\_\_\_\_ Is consistent with purposes of Article I of Chapter 108.
- \_\_\_\_\_ Is suitable for the district as set forth in Article 3 of Chapter 108.
- \_\_\_\_\_ Is consistent with the character of the district (visual, aesthetic, safety & traffic)
- \_\_\_\_\_ Any physical improvements in a major subdivision shall satisfy the site development standards for the district.
- \_\_\_\_\_ SWPPP checklist completed by TE and acceptable for permit issuance.

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### V **DOCUMENTS TO BE SUBMITTED** 96-21

To be submitted 15 days in advance of the regular monthly Planning Board meeting at which it is to be officially submitted.

- 3 Copies Application Form
  - 1 reproducible and 10 copies of the Plat
  - One original and one true copy of: all offers of cession, covenants and agreements; letters from appropriate agencies, utilities and boards having jurisdiction.
  - 3 prints of all public improvement plans
  - Requested waivers from standards.
- 
- Plat in accordance with county standards and requirements.
  - Maximum sheet size 36" x 48"
  - Scale not more than 100 ft to the inch.
  - If more than one sheet an additional index sheet is required to be filed
    - Index sheet shows scale and entire subdivision with lot and block numbers
    - Space reserved thereon for endorsement by DC DOH and Planning Board.
  - Application form: One original and three copies,
  - Prepared by LPE or LLS and include info in 96-18 & 20.
  - Lot Map same as preliminary plat plus:
    - Number ID by suitable system of consecutive numbers
    - Lot lines with dimension to hundredth of a foot and bearings to the nearest second
    - Building setback lines with dimensions, grades and location of all proposed buildings
    - Lot area measured to nearest square foot and nearest hundredth of an acre.
  - Special Parcels shall include the following information.
    - Description of proposed action and use
    - Note where an offer of dedication is being made
    - Where land reserved for homeowner's assoc. and or recreation areas, submit copies of agreements or other documents showing the manner in which such areas are to be maintained and provision made there for.
    - Boundary line dimensions to hundredth of a foot and bearings to the nearest second.
    - Lot areas to the nearest square foot.
    - Identification of permanent open space when required with metes and bounds, depicting significant natural or historic features contributing to conservation and a map note indicating ownership, preservation and maintenance standards and procedures.
  - Survey data shall include the following:
    - Accurate subdivision perimeter boundary with bearings and distances.
    - Town County and special district boundaries referenced to the subdivision survey which are within 500 ft of the property.
    - Length of all tangents, radii, length of curves and central angles for all curves, tangent distances and tangent bearings for each street.
    - Accurate dimensions to the nearest hundredth of a foot.
    - Monuments which shall include

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- Existing monuments open square symbol
- Proposed new monuments or those to be reset shown with closed square
- All lot markers to be shown with open circle symbol
- Public improvement plan and profiles to include
  - Cost estimate for improvements for basis of surety.
  - Comply with Town specifications for public improvements and utilities
  - Utility/improvements as required in 96-20 plus rights-of-way, gradients and directional downhill arrows.
  - Complete drainage system for entire subdivision showing proposed and existing drainage features.
  - SWPPP
  - ESC permit as applicable
  - Details for bridges, culverts and similar structures
  - Profiles to show existing natural grade, typical cross-section of proposed roads, center lines of intersecting roads and a system of survey stations.
  - Center line profile of proposed roads with dimensions on vertical curves, notation as to gradient and critical elevation shall be shown.
  - Invert profile and location of all storm and sanitary drainage structures, manholes, catch basins, enc., In street right-of-way and in drainage easement shall be shown.

### 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: \_\_\_\_\_

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## ATTACHMENT A – PROCEDURE TO FOLLOW AFTER APPROVAL

**If the final plat is approved, the subdivider shall carry out the following steps prior to obtaining the Chairman’s signature of approval:**

- i. Make all required corrections or changes to the satisfaction of the Planning Board.
- ii. Prepare and submit seven paper prints of the corrected final subdivision plat and three paper prints of the corrected public improvements and utilities plan and profiles.
- iii. Copies of approved easements, offers of cession, covenants, and agreements.
- iv. Endorsement from all federal, state and county agencies having jurisdiction.
- v. Surety estimate for improvements along with TE recommendation
- vi. Provide evidence that all conditions have been met.
- vii. Make payment to the Town of Hyde Park Recreation Fund if such payment has been required by the Planning Board in lieu of provision for recreation space pursuant to ' 96.8.
- viii. All professional review fee escrow billable amounts must be paid.

After the Chairman’s signature of approval has been affixed to the final plat but prior to commencement of construction or development of the approved subdivision, the owner shall:

- i. Obtain a performance bond in the amount of the bond estimate and submit it to the Town Attorney for approval as to form pursuant to ' 96.16(A).
- ii. Pay the required inspection fee at the Town Clerk’s office.

**If the final plat is conditionally approved**, the Planning Board shall empower a duly authorized officer to sign the plat, subject to completion of such requirements as may be stated in the resolution conditionally approving the plat and authorizing such signature. Upon completion of such requirements, the final plat shall be signed by the duly authorized officer of the Planning Board. Conditional approval of the final plat shall expire 180 days after the date of the resolution granting conditional approval, unless such requirements have been certified as completed. The Planning Board may extend the time in which a conditionally approved final plat must be submitted for signature if, in its opinion, such intention is warranted by the particular circumstances thereof for not to exceed two additional periods of 90 days each.

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

**One reproducible set and eleven sets of revised plans are to be submitted for signature and subsequent distribution.**

The approval expires if not filed in the Dutchess County Clerk’s office within 62 days of signature.

Please provide a copy of the filing receipt indicating the Filed Map Number assigned to the subdivision by the Dutchess county Clerk’s office to the Secretary of the Planning Board.

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## 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.

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 your or your designee.

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

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

\_\_\_\_\_  
Date

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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: \_\_\_\_\_