

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):

\_\_\_\_\_ DCDPD: (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:

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**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.

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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

TOWN OF HYDE PARK

ESCROW PROCEDURES FOR TOWN OF HYDE PARK  
ATTACHMENT B

Upon initial application to the Planning Board, Zoning Board of Appeals or Town Board, an applicant or his/her agent is responsible to deposit with the Town an escrow or combination escrow amount as established by the Board, the Chair, the Supervisor, or his/her designee in advance of the review of the application in accordance with Article 36 of the Town Code.

Upon receipt of your escrow, an account will be set up with designation for your project. The funds will be placed in a noninterest-bearing account maintained by the Town of Hyde Park and will be used by the 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 invoices as it pertains to your project. For instance, as the Town receives invoices for work performed on your project from its consultants (i.e., Attorney, Engineer, Planner, etc.), your escrow will be used to pay these invoices. The Board, the Chair, the Supervisor, Zoning Administrator, or his/her designee prior to approval verifies and audits the invoices. **At any time, you may request copies of the bills processed against your escrow account from the Secretary of the Board the escrow was requested from. The Secretary will then coordinate with the applicant to obtain the necessary bills directly from the consultant.**

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

If at any time there are insufficient funds in your account to cover the invoices, there will be a delay in your application, i.e., said project being placed on an agenda, being reviewed as needed, or being delayed in consideration for final decision. In the event you fail to deposit the requested 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 shall be accepted by any of the Town's Boards, nor shall any building permit or Certificate of Occupancy be issued, if said application has any outstanding fees due to the Town from any previous applications.

The Town may invoke any and all legal remedies provided to it under applicable laws including, but not limited to, 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 invoices are paid in full, the reviewing Board will authorize the 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.