

Town of Wappinger
LOT LINE OR LOT CONSOLIDATION - CHECK LIST

THE FOLLOWING ITEMS MUST BE PRESENTED TO THE ZONING ADMINISTRATOR ON THE SUBMISSION DATE:

- ____ Applications: Lot Line or Lot Consolidation Application
Must state if the applicant is the owner or contract vendee
Must include a copy of Deed showing ownership. Applications must be typed. Name of Owner's and Applicant must be accurate.
- ____ Signatures: Must be original signatures. **Name of Corporation or LLC, etc., must be typed above signature and name and authorization must be typed below signature.**
- ____ Phone Numbers: Include contact phone number and Emails
- ____ Letter of Consent: Owner's consent for each property involved. If contract vendee, a letter of consent from the owner is required
- ____ Application Fee: Application fee may be paid in cash, or if paying by check, written out to the 'Town of Wappinger' (*Separate checks are required for application fees and escrow*)
- ____ Escrow: Escrow may be paid in cash, or if paying by check, it must be a certified check, bank check, or money order written out to the 'Town of Wappinger' (*Separate checks are required for application fees and escrow*)
- ____ Details: Show well and septic (including expansion area, if present).
Show all easements and utilities.
- ____ Deeds: Submit deeds for existing lots involved. Also.
"Proposed deed for property to be conveyed with TP-584 & RP-5217, including legal description."
Include lot area.
- ____ Mortgage: If a mortgage is on the property, consent from the mortgagee (bank) should be provided.
- 18 Plans: Number of Plans to be determined by the Zoning Administrator / Secretary
NOTE: ALL MAPS MUST BE FOLDED OR WILL NOT BE ACCEPTED. Add 19th plan set if on a County or State Road.

Town of Wappinger
LOT LINE OR LOT CONSOLIDATION - CHECK LIST

Subdivision plat must show the following:

- _____ Shall be a scale of not less than 1" = 100 feet.
- _____ Shall be drawn on sheet no smaller than 11" x 14" and no larger than 24" x 36".
- _____ Shall include a location map at a scale of 1" = 400 feet.
- _____ Shall show the names of all adjoining property owners, wells and septic if applicable.
- _____ Shall show topographic contours at not less than 2 foot intervals.
- _____ Shall show dimensions and area of all proposed lots and the area of property to be conveyed between lots.
- _____ Shall provide bulk dimensional setbacks.
- _____ Shall show all existing and/or proposed easements on the subdivision plat.
- _____ Shall show the date when the plat was prepared or changed.
- _____ Shall show true North arrow and bear certification that the evaluations are based upon the U.S.G.S. Datum.
- _____ Must bear the name, address, and signature of property owner's, subdivider and seal and signature of a licensed professional engineer or land surveyor.

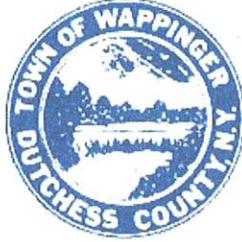
All information listed must be submitted, proposed provisions for water supply, fire protection, disposal of sanitary water, storm water drainage, street trees, street lighting fixtures, street signs and sidewalks. This data must be available before application is accepted.

After final approval is granted, the applicants' resolution granting **CONDITIONAL** final approval will list any items that are outstanding to be completed before the Chairman will sign off.

Once the Chairman signs the Final Mylar, the applicant will file the Mylar in the County Clerk's office and return the receipt to the planning office for proof of filing.

NO BUILDING PERMITS WILL BE ACCEPTED UNTIL THE CHAIRMAN SIGNS THE MYLAR AND IT IS FILED AT THE COUNTY.

TOWN OF WAPPINGER



PLANNING DEPARTMENT
20 MIDDLEBUSH ROAD
WAPPINGERS FALLS, NY 12590
(845) 297-6256 ext. 122
Fax (845) 297-0579
www.townofwappinger.us

Application No. _____
App. Received: _____
App. Fee: _____
Escrow: _____

TOWN OF WAPPINGER PLANNING BOARD **LAYOUT APPLICATION FOR LOT LINE-** **REALIGNMENT OR LOT CONSOLIDATION**

1. Proposed Name of project:: _____

2. Location of Property: _____

Tax Section: _____ Block _____ Lot (2) _____

Tax Section: _____ Block _____ Lot (2) _____

Tax Section: _____ Block _____ Lot (2) _____

3. Name and Address of Record Owner #1: _____

Phone No. _____

Phone number of applicant: _____ Email: _____

Corporation, give name of agent: _____

Phone No. _____

4. Name and Address of Record Owner #2: _____

Phone No. _____

Phone number of applicant: _____ Email: _____

Corporation, give name of agent: _____

Phone No. _____

4. A statement of liens, mortgages, or other encumbrances are attached hereto -
(If none, so state) _____
5. A statement of any easements relating to the property is attached hereto -
(If none, so state) _____
6. Deed or deeds recorded in County Clerk's Office:
Date: _____ Liber: _____ Page: _____
Date: _____ Liber: _____ Page: _____
7. I own or have an interest in abutting property as stated on the attached sheet.
(If none, so state) _____
8. Name, address, and license number of Engineer or Land Surveyor: _____

Phone No. _____
Email: _____
9. According to the Dutchess County Soil Survey, the following soil types are found on the
property: _____
10. Town Water or Well: _____ Town sewer or septic: _____

This Property is in the _____ Zone.

Layout covers _____ acres.

Current size of Lot #1: _____ Current size of Lot #2: _____

Proposed size of lot #1: _____ Proposed size of lot #2: _____

Dated: _____ (Signed) _____

Owner

Print Name: _____

(To be used only by Corporation Agent)

Dated: _____ (Signed) _____

Owner

Print Name: _____

(To be used only by Corporation Agent)

TOWN OF WAPPINGER



PLANNING BOARD & ZONING BOARD OF APPEALS

20 MIDDLEBUSH ROAD
WAPPINGERS FALLS, NY 12590
PH: 845-297-6256
Fax: 845-297-0579

Owner Consent Form

Project No: _____

Date: _____

Grid No.: _____

Zoning District: _____

Location of Project:

Name of Applicant:

Print name and phone number

Description of
Project: _____

I, _____, owner of the above land/site/building
hereby give permission for the Town of Wappinger to approve or deny the above application in
accordance with local and state codes and ordinances.

Date

Owner's Signature

Owner's Telephone Number

Print Name and Title ***

*** If this is a Corporation or LLC, please provide documentation of authority to sign.

If this is a subdivision application, please provide a copy of the deed.

**Planning Board
Town of Wappinger
2026
Meeting & Submission Dates**

**BUSINESS MEETINGS – Begin at 7:00pm
WORKSHOP – Commences at 6:00pm
(Workshop time may change. Please check website)**

Meeting Dates

Monday, January 5, 2026
***Wednesday**, January 21, 2026
Monday, February 2, 2026
Monday, March 2, 2026
Monday, March 16, 2026
Monday, April 6, 2026
Monday, April 20, 2026
Monday May 4, 2026
Monday, May 18, 2026
Monday, June 1, 2026
Monday, June 15, 2026
Monday, July 20, 2026
Monday, August 17, 2026
***Wednesday**, September 2, 2026
Monday, September 14, 2026
Monday, October 5, 2026
Monday, October 19, 2026
Monday, November 2, 2026
Monday, November 16, 2026
Monday, December 7, 2026

Submission Dates

December 1, 2025
***Wednesday**, December 17, 2025
Monday, January 5, 2026
Monday, February 2, 2026
Monday, February 16, 2026
Monday, March 2, 2026
Monday, March 16, 2026
Monday, April 6, 2026
Monday, April 20, 2026
Monday, May 4, 2026
Monday, May 18, 2026
Monday, June 15, 2026
Monday, July 13, 2026
***Wednesday**, August 5, 2026
Monday, August 10, 2026
Monday, September 7, 2026
Monday, September 14, 2026
Monday, October 5, 2026
Monday, October 19, 2026
Monday, November 2, 2026

- *** Due to Holiday or Town Board Meeting**
- **PLEASE BE AWARE**, Submissions are due by noon on the submission date.
- **Planning Board** meetings are held on the **1st and 3rd Monday** of each month unless there is a holiday on that Monday, and then it will move to **Wednesday** of the same week.
(Revised 11/03/25)

**Town of Wappinger
Planning Board and Zoning Board of Appeals
CURRENT FEE SCHEDULE
2023**

PLANNING DEPT. FEES

Subdivision Fees:

Subdivision Application Fee: \$1500, plus \$250 per lot.

Recreation Fee: For 1 - 9 lots, \$5,000.00 per lot;
For 10 or more lots, the Planning Board shall determine whether to require the reservation of land or payment of \$5,000.00 per lot.

Lot Line Realignment: \$500 plus escrow

Lot Consolidation: \$500 plus escrow

Site Plans:

Site Plan Application Fee: \$1500, plus \$250 per 1000 sq. ft. of gross floor area of the building, plus \$20.00 per parking space.

Amended Site Plan

Application Fee: \$750, plus \$250 per 1000 ft of floor area, plus \$20.00 per parking space

Conceptual Fees: \$250.00 No escrow

Architectural Fee: \$250 Minor -- no escrow (Determined by ZA)

Architectural Fee: \$250 Major - \$2,000 escrow

Special Use Permit Fees:

Residential Fee: \$1,000.00 per application.

Commercial Fee: \$1,500.00 per application.

Amended Special Use Permit:

Residential Fee: \$500.00 per application.

Commercial Fee: \$750.00 per application

Accessory Apartment Fee: \$750.00 per application.

ZONING DEPT. FEES

Variance Fee: (Resident) Area/Use Variance Fee: \$375.00 per application.
(Commercial) Area/Use Variance Fee: \$1,000.00 per appl.

Interpretation Fee:

Residential	\$150.00 per application.
Commercial	\$500.00 plus escrow

All application fees are non-refundable.

Copy work: \$.25 per page

Please note that all applicants will be billed by the local newspaper for their legal notice.

Escrow Funds: See attached schedule

Effective date: August 2023

ALL MAPS MUST BE FOLDED PRIOR TO SUBMISSION

**ADMINISTRATIVE REGULATION
OF THE TOWN OF WAPPINGER
PLANNING BOARD / ZONING BOARD
REQUIREMENT FOR ESCROW FUNDS**

SECTION 1. ESCROW FUNDS ESTABLISHED

By the authority granted by Section 240-110 of the Town of Wappinger Zoning Law and in order to ensure that the cost of any Engineering, SEQR Experts, Planning, Legal or other consultation fees incurred by the Town of Wappinger with respect to matters before the Planning Board / Zoning Board are borne by the applicants, there is hereby established an Escrow Fund. Upon filling an application for either subdivision or site plan, special permit approval, or for a building permit or certificate of occupancy, the applicant shall deposit with the Town Controller, via certified check, sum of money in accordance with the table below. The Controller shall pay from these funds the fees charged by any professionals employed by the Planning Board with respect to the applicants project. Said fees shall be submitted by voucher and paid as approved by the Zoning Administrator. The applicant shall deposit additional funds into such account to bring its balance up to 100% of the amount of the full escrow deposit by the last day of each month. If such account is not fully replenished by the last day of the month, the approving agency shall suspend its review of the application. In the case of post-approval inspections and reviews involving construction, the Town may issue a stop work order. No subdivision plat or site development plan shall be endorsed or filed until all professional review fees charged in connection with the review of the project have been reimbursed to the Town. No building permit shall be issued unless all professional review fees charged in connection with the review of the applicant's project have been reimbursed to the town and a new escrow account has been established to cover all post-approval review costs, including but not limited to inspection of construction of roads and driveways. No Certificate of Occupancy shall be issued unless all professional review fees charged in connection with the post-approval inspection and review of the project have been reimbursed to the Town. No refunds of any funds remaining on deposit in escrow shall be issued until all pertinent professional review charges have been paid and the final certificate of occupancy has been issued to the project, or where applicable, the road has been accepted by the Town and the one-year maintenance period has expired.

SECTION 2. CALCULATION OF ESCROW FUND

For SUBDIVISIONS, the applicant shall deposit a sum calculated as follows:

A) <u>Number of lots</u>	<u>Amount</u>
0 - 2	\$ 5,000.00
3 - 10	\$10,000.00
11-35	\$22,500.00
> 35	\$52,500.00

For SITE PLANS & REGULAR SPECIAL USE PERMITS, the applicant shall deposit a sum calculated as follows:

B) <u>Square Footage</u>	<u>Amount</u>
Up to 3,000	\$ 5,000.00
3,001 to 20,000	\$10,000.00
20,001 to 50,000	\$ 22,500.00
> 50,000	\$ 52,500.00

For MINOR APPLICATIONS, the applicant shall deposit and maintain a sum calculated as follows:

C) \$2,500.00

For VARIANCES, the applicant shall deposit a sum determined by the Zoning Board of Appeals.

For ROAD INSPECTIONS, the applicant shall deposit and maintain a sum equal to 3% of the construction costs as estimated by the Town Engineer.

240-112.A.(2) Application /Petition Fee for Rezoning.

\$1000.00

For **Post Planning Escrow**, the applicant shall deposit a sum calculated as follows prior to the Resolution and Maps being signed by the Chairman of the Planning Board

Subdivisions:

A) <u>Number of lots</u>	<u>Amount</u>
0 - 2	\$ 5,000.00
3 - 10	\$ 10,000.00
11-35	\$16,875.00
> 35	\$26,250.00

Site Plans:

B) <u>Square Footage</u>	<u>Amount</u>
Up to 3,000	\$ 5,000.00
3,001 to 20,000	\$10,000.00
20,001 to 50,000	\$16,875.00
> 50,000	\$ 26,250.00

SECTION 3. REVISIONS

This regulation may be revised by the Planning Board of the Town of Wappinger following a public hearing and approval by the Town Board.

Signed: Bruce Flower, Chairman
Town of Wappinger Planning Board

Dated: August 21, 2023