TOWN OF
BEEKMAN
New York

4 Main Street
Poughquag, NY 12570
www.townofbeekman.gov
(845) 724-5300

Office of Planning Board

LAND SUBDIVISION

PLAT APPROVAL APPLICATION

PLANNING BOARD

Subdivision Fee $650 per Lot

TOWN OF
BEEKMAN
New York

4 Main Street
Poughquag, NY 12570
www.townofbeekman.gov
(845) 724-5300

Office of Planning Board

SUBDIVISION PLAT

APPROVAL APPLICATION

1. **PROPOSED NAME OF SUBDIVISION**: _____

2. **LOCATION OF PROPERTY**: LIBER: _____ PAGE: _____

   If partial location in another Town, so state that Town: _____

3. **RECORD OWNER(S)**: NAME(S): _____

   ADDRESS: _____

   PHONE: _____

   EMAIL: _____

4. **SUBDIVIDER**: (If owner, so state, if agent or other type of relationship, state details.)

   NAME(S): _____

   ADDRESS: _____

   PHONE: _____

   EMAIL: _____

5. **LICENSED ENGINEER OR LAND SURVEYOR**: NAME(S): _____

   ADDRESS: _____

   PHONE: _____

   EMAIL: _____

TOWN OF
BEEKMAN
New York

4 Main Street
Poughquag, NY 12570
www.townofbeekman.gov
(845) 724-5300

Office of Planning Board

6. LEGAL COUNSEL: NAME(S): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

7. GENERAL DESCRIPTION OF PROPOSED SUBDIVISION:

PRESENT ZONING: _____ TOTAL ACREAGE OWNED: _____

ACREAGE OF THIS SUBDIVISION: _____ NUMBER OF LOTS: _____

VARIANCE OR ZONING CHANGES REQUESTED, IF ANY: _____

NEW ROADS PROPOSED (YES or NO): _____

LENGTH OF NEW ROAD: _____

LOT LINE REALIGNMENT (Considered a Subdivision): _____

8. A statement of liens, mortgages, or other encumbrances is attached. If none, so state.

_____

9. A statement of any easements or right-of-way relating to the property is attached. If none, so state.

_____

10. I (We) own or have an interest in abutting property as stated on the attached sheet. If none, so state.

_____

4 Main Street
Poughquag, NY 12570
www.townofbeekman.gov
(845) 724-5300

Office of Planning Board

11. Names and locations of all property owners within 250' (Including across streets and in other Towns.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

12. The sub divider is familiar with and will comply with the requirements of the road subdivision regulations, the land subdivision regulations, and any and all additions or amendments thereto and any other applicable Town ordinances and regulations.

13. Does owner propose to submit final subdivision plat to cover the entire preliminary layout or file same in sections?

_____

_____

_____

14. The entire parcel(s) to be subdivided must be shown.

15. If the owner (applicant) intends to request any waivers of the requirements of the land subdivision regulations of this Board upon submission of the final plat for approval, please list below.

_____

_____

TOWN OF
BEEKMAN
New York

4 Main Street
Poughquag, NY 12570
www.townofbeekman.gov
(845) 724-5300

Office of Planning Board

16. If the owner (applicant) intends to request any waivers of the requirements from the zoning regulations of the Zoning Board of Appeals prior to submission of the final plat for approval, please list below.

_____

_____

17. CERTIFICATION

By submission of this application, the undersigned hereby applies for approval of a Preliminary Subdivision Plat in accordance with Article 16 of the Town Law and the Land Subdivision Regulations of the Town of Beekman. The undersigned hereby agrees to permit Town Officials to conduct on-site field work in connection with review of the proposed subdivision,

Date: _____

_____
(Signature of Property Owner or Authorized Agent)

By: _____
(To be used only by Corporation Agent)

(Official date of Application will be the date of the meeting of the Planning Board. All required surveys, plans and date must be submitted with the proper lead time to the Planning Board Office prior to this meeting, or the Application will be deferred until the next meeting.)

Completed Applications should be submitted to:

Town of Beekman Office of Planning
Town Hall
4 Main Street
Poughquag, New York 12570
(845)724-5300

TOWN OF
BEEKMAN
New York

4 Main Street
Poughquag, NY 12570
www.townofbeekman.gov
(845) 724-5300

Office of Planning Board

Sample Letter – Subdivision

Date:

Poughkeepsie Journal*
PO Box 1231
Poughkeepsie, NY 12601
Attn: LEGAL NOTICE**

Adjoining & Adjacent Owners***
Street Address
Town or City, State, Zip

To whom it may concern:

Please run the following advertisement in the _____ edition of the Poughkeepsie Journal:

NOTICE OF PUBLIC HEARING

Pursuant to the provisions of New York State Town Law, a Public Hearing will be held by the Town of Beekman Planning Board on **DATE OF MEETING** at 7:00 p.m. at the Beekman Town Hall, 4 Main Street, Poughquag, NY for the purpose of the hearing all persons interested in either for or against the granting of **SUBDIVISION** approval by the Town Planning Board of a proposed map entitled _____, Town of Beekman, Dutchess County, New York located on _____ Comprising of lots _____ through _____.

By order of:
Rob Lopane, Chairman
Town of Beekman Planning Board

Send proof of publication to: Chairman, Planning Board, and Town of Beekman
Send bill for publication to (Owner): NAME, ADDRESS, and PHONE NUMBER)

*Legal Notices must be published by the owner, minimum of 10 (ten) days prior to the meeting date. Publish one day only, specific dates by using day and date (i.e. Tuesday, November 10, 2026). Meetings state 7:00 p.m. all Public Hearings being heard first on agenda.

** The Poughkeepsie Journal publishes daily.

*** All adjoining and adjacent properties must be notified by certified, return receipt mail.

SAMPLE