

RAMP Quick Guide

This guide shows you how to create a new referral in Dutchess County's Referral and Major Projects (RAMP) portal.

1 Go to RAMP

Log into RAMP with your username and password.

apps.dutchessny.gov/RAMP



Don't have a username?

Reach out to your County-assigned planner if you think you need access to RAMP. You can find your assigned planner on our [online directory](#), or feel free to use our general plandev@dutchessny.gov email.

Can't remember your password?

Use the *I Forgot My Password* tool if you don't remember or need to reset your password. Enter your email address to recover your password.

2 Start a New Referral

To submit a new referral, select **Create a New Referral**.

This will bring you to the GML 239 Referral Submission Form

Create a New Referral

3 Complete the Submission Form

Fill out all required fields on the GML-239 Referral Submission Form.

- **Municipality:** Auto-populates with your Town, Village, or City.
- **Referring Agency:** Select the board responsible for the submission.
- **Tax Parcel Lot Number(s):** For site-specific projects, enter the parcel number(s). Some referrals (e.g., Comprehensive Plans or local laws) may not have an associated parcel number.
- **Address of Property:** Auto-populates based on the parcel number entered.
- **Referral Name:** Provide a concise, descriptive title for the submission.
- **Applicant:** Enter the applicant's name.
- **Applicant Email:** Enter the applicant's email address, if available.
- **Date Response Requested:** If a response is needed sooner than the standard 30-day review period, specify a requested date. We will make reasonable efforts to accommodate it.



Selecting Parcels

The parcels shown in the “Tax Parcel Lot Number(s)” box are filtered to your municipality. You’ll only see the Lot and Sub-Lot parts of each parcel number.

To add a parcel, click in the “Tax Parcel Lot Number(s)” box and start typing the lot number. Then choose the correct parcel from the list. You can add as many parcels as you need. Once selected, the address will fill in automatically.

To remove a parcel, click on it and select “Delete Parcel.”

Click on a parcel number to see more options, including links to view it in the [Referral Identifier Tool](#) or the [Parcel Access](#) website.

Sometimes you may see this message:

The parcel is not within 500 feet of a jurisdictional determinant. Please call County Planning (845-486-3600) to determine if this referral should be submitted.

This means the parcel may not qualify for County review. You can double-check by looking at it in the [Referral Identifier Tool](#), which shows nearby features and requirements. If you’re unsure what to do, feel free to call your assigned planner - we’re happy to help.

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Select the Referral Type

From the list of referral types, check all that apply to the submission.

- **Site Plan**
- **Special Permit** (non-residential use only)
- **Area Variance** (non-residential use only)
- **Use Variance** (non-residential use only)
- **Amend Zoning Code** (standards, uses, definitions, district regulations, etc.)
- **Amend Zoning Map** (rezoning)
- **Other Local Laws** associated with zoning (wetlands, historic preservation, affordable housing, architectural review, etc.)
- **Comprehensive Plan**
- **Architectural Review**
- **Other** (describe):



Is your Referral Type not on the list?

You might not need to submit it. Check the **Referral Exceptions** sidebar (also copied below), which gives you a list of actions that Dutchess County does not review. This includes actions exempted by Intermunicipal Agreement, and actions that we have no authority to review.

Exempt Actions

- Administrative Amendments (fees, procedures, penalties, etc.)
- Special Permits, Use Variances, and Area Variances **for residential uses**
- Renewals or extensions of previously approved Site Plans or Special Permits **with no changes**
- Sign Permits **not requiring a variance**
- Site Plans for single-family homes, duplexes, and accessory dwelling units (ADUs), carriage houses, or accessory buildings associated with a single-family residence

No Authority to Review

- Subdivisions / Lot Line Adjustments
- Interpretations

5 Add Contacts (optional)

If you want additional contacts included on referral communications, click **Add Contacts**. Use the drop down list to add existing contacts, or fill in the information and select **Click to Add** for a new contact.

6 Continue on to add Referral Materials

When you're done with the Submission Form, click **Continue: Upload Materials** to advance to the next step. You can go back and make edits if you need to.

Continue: Upload Materials

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Upload Referral Documents

On the **Materials** page:

Click **Browse** to upload your referral documents.

Use *Hold + Ctrl / Command* to select multiple files to upload at once.

239 Cover Sheet	Materials	Response	Contacts	Communication	Notes
Referral Name					ZR26-004
Upload Your GML 239 Referral Materials					
You can upload digital materials for your referral here. A referral should include all materials required for a complete application under the referring municipality's code, regulations, or adopted procedures.					
Attention: Physical Site Plans Are Required					
If your submission includes a site plan review, digital copies alone will not be accepted - except in cases of minor site plans, and only with prior agreement from the County.					
Hard copies of all site plans must be mailed to: 85 Civic Center Plaza, Suite 107, Poughkeepsie, NY 12601					
We may also request hard copies of other materials if necessary.					
Select files to upload Tip: Hold Ctrl (Windows) or Command (Mac) to select and upload multiple files at a time.					
<input type="button" value="Browse..."/>					



What should I upload?

The **What to Upload** sidebar includes information about common referral materials to upload based on the type of action.

A good rule of thumb is to **submit all materials that the Referring Agency** (Planning Board, Zoning Board, or Municipal Board) **will be reviewing**.

Always submit **SEQR documentation** (e.g., a short or long EAF), and always send physical copies of **site plans in the mail**.

8 Add Notes (optional)

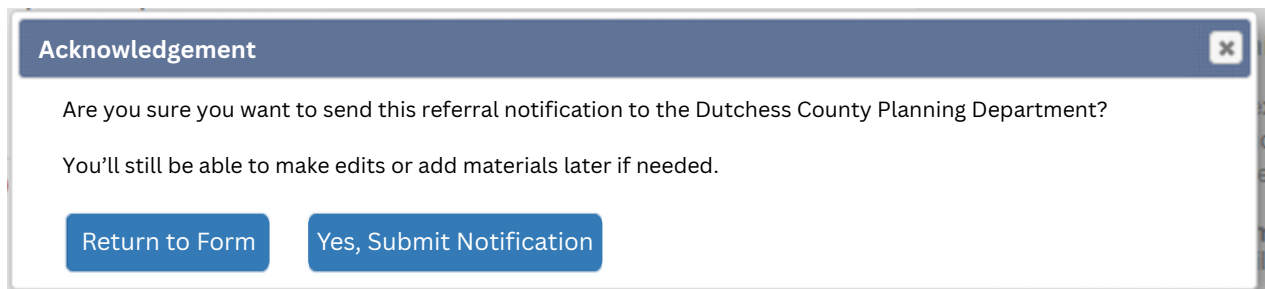
The Notes field is optional. Use it to explain anything excluded from the submission, forthcoming, or something unique about the submission.

9 Submit Referral

Once you've added all your materials, click **Submit Referral**

Submit Referral

A pop-up will confirm that you are ready to submit a notification to Dutchess County. Click **Yes, Submit Notification** when ready to proceed.



The screenshot shows a modal dialog box titled "Acknowledgement" with a close button (X) in the top right corner. The text inside the dialog asks, "Are you sure you want to send this referral notification to the Dutchess County Planning Department?" and provides a reassurance: "You'll still be able to make edits or add materials later if needed." At the bottom of the dialog, there are two buttons: "Return to Form" and "Yes, Submit Notification".



Forgot to upload something? Or new materials came in?

You can upload additional materials after submission - just go to the RAMP home page and open the subject referral.

10 Transmittal Sheet (for site plans)

After you submit your referral, a confirmation screen pops up.

For site plans (and other hard copy materials you may wish to submit), click **Download/Print Transmittal Sheet**, and include it with your mailing. This helps the Planning Department staff track your materials properly.

Notification Entered ✕

Thank you – your referral (**#ZR-001**) has been successfully submitted to the Dutchess County Planning Department.

If you are sending any **hard copy materials**, please **download and print the Transmittal Sheet** using the button below and include it with your materials.

[Download/Print Transmittal Sheet](#)

The Planning Department will review your materials and update the response page once all items have been received.

[Return Home](#)

That's It!

Click **Return Home** when you're done.

From the Home Screen, you can access all of your community's referrals.



Stuck on something or have an idea?

Feel free to contact your friendly county planner with questions. We are here to help! Visit our [online directory](#) to find your assigned planner.

We are also always looking to improve. If you have an idea for how to make this guide or RAMP better, we want to hear it!

Email us at: plandev@dutchessny.gov.