



Town Of Wilmington

Planning Board Subdivision Application

Instructions

**All information requested must be supplied except where not applicable.
Each application must be accompanied by a sketch plan (3 copies).
Completed application and sketch plan must be submitted to the Planning Board at least 10 days prior to a regular meeting of the Planning Board.**

The filing fee is \$50.00, per lot fee is \$25.00, plus \$200.00 per lot for 4 lots or less (Minor Subdivision) to be included with the application. Major Subdivision 5 lots or more will also incur a \$500.00 community fee per lot. In-family Subdivisions are exempt from per lot fee.

APPLICANT INFORMATION

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Telephone (_____) _____ - _____

PROPERTY OWNER INFORMATION

Name _____
Street Address _____
City _____ State _____ Zip Code _____
Telephone (_____) _____ - _____

Name/Address/Phone for ENGINEER and/or SURVEYOR and/or ARCHITECT

PROPOSED SUBDIVISION INFORMATION

Name of proposed Subdivision (if any) _____
Tax map number(s) and Zoning District(s) _____
Number of proposed lots _____ Number of lots to be sold _____
Number of lots to be retained by subdivider and/or owner _____
Roads to be taken over by Town? YES / NO Number _____ Name(s) _____
Width of driving surface _____ Type of Surface _____ ROW width _____
Water to be taken over by Town? YES / NO No. of pumps ____ - No. of hydrants ____
Line length _____ Line size _____ Type _____

PROPOSED SUBDIVISION INFORMATION (continued)

Minimum building standards to be required? YES / NO (If yes, attach a separate sheet)

Deed restrictions and/or covenants to be imposed? YES / NO (If yes, attach sample sheet)

SURVEY INFORMATION

Each lot surveyed? YES / NO If so, by whom _____

Each lot corner marked with monuments? YES / NO Type _____

Each lot line marked? YES / NO How _____

LIST OF PROPERTY OWNERS AND TAX MAP NUMBERS WITHIN 500 FEET ATTACHED? YES / NO

PUBLIC SERVICES

\$150.00 charge for each lot that taps onto Town water.
Attach sheet showing all available and/or all projected public services.

ADIRONDACK PARK AGENCY INFORMATION

Has application for this project been made to the APA? YES / NO

Project number _____ Name of Review Officer _____

PROJECT START AND COMPLETION INFORMATION

Contemplated start date _____ Completion date _____

PHASE DEVELOPMENT

Is this development contemplated to be completed in phases? YES / NO If yes, number of phases _____

Projected start date of each phase _____

Projected completion date of each phase _____

Description of work to be completed for each phase _____

APPLICANT / OWNER INFORMATION

Does applicant / owner have any other property in Wilmington? YES / NO

If yes, furnish location, size and tax map numbers _____

RECREATION AND/OR OPEN SPACE

Is there to be any recreation and/or open space to be deeded to the Town of Wilmington? YES / NO

NAME AND ADDRESS TO WHICH DECISION SHOULD BE MAILED

SIGNATURE OF APPLICANT _____ **DATE** _____

PLANNING BOARD INFORMATION

Date received _____ **Subdivision Type :** _____ **Major** _____ **Minor** _____ **Exempt**

If Major Subdivision, Date of Preliminary Approval _____

Date of Public Hearing _____

Decision Date _____

Approval _____ **Disapproval** _____ **Conditional approval** _____

If Conditional Approval, conditions to be met _____

Date of Final Approval _____

Signature of Planning Board Chairperson _____

Town Of Wilmington

Planning Board Subdivision Approval Checklist

APPLICANT: _____ PHONE _____ File # _____

DATE of APPLICATION _____ TAX MAP # _____

Major Subdivision Number of Lots _____ Minor Subdivision Number of Lots _____

Filing Fee (\$50 plus \$25 x no. of lots) _____ + Recreation Fee _____ =TOTAL RECEIVED _____

Please be advised that for ANY subdivision at ANY time during the approval process, the Wilmington Planning Board may enact the process of an outside review at the applicant's expense. (As per Wilmington Resolution 224-07 & Local Law #2-2007)

- _____ Five copies of survey & application
- _____ Plat conforms to regulations
 - Topographic contours, Existing natural and/or structural features
 - Existing roads, lot lines, water lines, well water head, septic system
 - Proposed roads, cut ins, culverts, lot lines, water lines, well water head, septic system
 - Proposed recreational or open space
- _____ Copy of deed, including covenants and restrictions
- _____ SEQRA Declaration ---- Lead Agency _____ Short form _____ Long form _____
- _____ APA ---- Project notice date: _____ Project approval date: _____
- _____ Storm Water Management Plan _____
- _____ DEC Permit, NOTICE OF INTENT, required if disturbing land of 1 acre or more. _____
- _____ Flood Plain permit form DEC _____
- _____ NYS Dept of Health approval for 5 lots or more that are 5 acres or less _____
- _____ Home Owners Assoc. (HOA) approval NY Dept. of State _____
- _____ Actions to be referred to Essex County Planning Board (law 239-M) _____
- _____ NYS Dept of Transportation approval letter _____
- _____ Wilmington water district approval _____
- _____ Wilmington Highway department approval _____
- _____ Wilmington Fire department approval _____
- _____ Planning Board Engineer or consultant report _____
- _____ Conditions by Planning Board (List on back) _____
- _____ Modifications by applicant (List on Back) _____

_____ **Application complete** Date _____

Public Hearing (within 62 days)

- _____ Scheduled date of Public Hearing _____
- _____ Public Notice Letter & List of Addresses _____
- _____ Public Notice Signs Placed _____

Final Approval

- _____ 5 copies, including 2 Mylar copies
- _____ submitted within 6 months Date: _____
- _____ Plats and approvals sent to County _____
- _____ Restrictions and/or Covenants _____

_____ APPROVAL _____ DISAPPROVAL FINAL ACTION DATE: _____