



# 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 application fee Is \$50.00. The fee per lot is \$25.00, plus \$200.00 community fee per lot for 4 lots or less (Minor Subdivison). For applications with 5 lots are more, (Major Subdivision). There is a \$500.00 community fee per lot. In-family Subdivisions are exempt from the community per lot fee.**

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### CONTACT INFORMATION

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

☐ Architect ☐ Designer ☐ Engineer ☐ Franchisor ☐ Surveyor

## PROPOSED SUBDIVISION INFORMATION

Name of proposed Subdivision (if any): \_\_\_\_\_

Tax map Number(s): \_\_\_\_\_

Zoning District(s): \_\_\_\_\_

Number of proposed lots: \_\_\_\_\_ Number of to be sold: \_\_\_\_\_

Number of lots to be retained by subdivider and/or owner: \_\_\_\_\_

Roads to be taken over by Town? ☐ Yes ☐ No

if yes, How many roads \_\_\_\_\_ and Name(s): -

\_\_\_\_\_  
\_\_\_\_\_

Width of Driving Surface: \_\_\_\_\_

Type of Surface: \_\_\_\_\_

ROW Width: \_\_\_\_\_

Water to be taken over by the Town? ☐ Yes ☐ No

if yes, Number of Pumps: \_\_\_\_\_ Number of Hydrants: \_\_\_\_\_

Line length: \_\_\_\_\_ Line Size: \_\_\_\_\_ Type: \_\_\_\_\_

Minimum building standards to be required? ☐ Yes ☐ No.

if yes - Attach a separate sheet.

Deed restrictions or covenants to be imposed. ☐ Yes ☐ No

If yes- Attach a sample sheet

## SURVEY INFORMATION

Each lot surveyed? ☐ YES ☐ NO If so, by whom: \_\_\_\_\_

Each lot corner is marked with monuments. ☐ Yes ☐ No. Type: \_\_\_\_\_

Each lot line is marked. ☐ YES ☐ NO.

if yes -How: \_\_\_\_\_

## LIST OF PROPERTY OWNERS AND TAX MAP NUMBERS WITHIN 500 FEET ATTACHED?

☐ YES ☐ NO

**PUBLIC SERVICES**

\$750.00 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 the 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

**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) \_\_\_\_\_ + Community 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: ☐ Yes ☐ No

\_\_\_\_\_ 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:** \_\_\_\_\_