



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 Subdivision). For applications with 5 lots or 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: _____