



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: _____