



GUIDELINES AND CHECKLIST FOR SUBMISSION TO THE WILTON PLANNING BOARD

*** Application deadline is **NOON**, fifteen **(15) days PRIOR** to the meeting date. ***

Planning Board meetings are held at 6:30 p.m. on the third Wednesday of the month at the Wilton Town Hall, 22 Traver Road.*

The following elements are necessary to be a complete submission:

*Applicants with an incomplete submission of materials will **NOT** be placed on the agenda.*

☐ **Fifteen (15) Individual Project Submission Packets containing the following items:**

- ☐ A completed Application Form.....One (1) copy per packet, fifteen (15) total
- ☐ A completed Environmental Assessment Form.....One (1) copy per packet, fifteen (15) total
(Short or Long EAF depending on project type)
- ☐ An 11" x 17" copy of the site/subdivision plans.....One (1) copy per packet, fifteen (15) total
- ☐ **ANY Additional** material that is to be reviewed by the BoardOne (1) copy per packet, fifteen (15) total

☐ **Four (4) full-sized copies of the site/subdivision plans;**

- ☐ Three (3) copies submitted to Town Hall, 22 Traver Road, with the application packets.
- ☐ One (1) copy submitted to the Town Highway Department, 20 Traver Road.

☐ **PDF file(s) of ALL submission materials** (send files to: adileone@townofwilton.com)

☐ Initial application and engineering review fees (*due when submission is deemed complete*)

NOTE: The Planning Secretary will advise the applicant of the correct fee amounts.

It is the applicant's responsibility to see that submissions are complete and filed on time. All applications shall be submitted directly to the office of the Planning Secretary or they will not be considered as official submissions.

Submission within fifteen (15) days does not guarantee placement on the next Planning Board agenda. The placement on the agenda will be based on the workload before the Board and that of all other departments involved in the process at that time. This determination will be made in an effort to give each project a full and thorough review and is not intended to hold up reviews in any way. The agendas are prepared by noon on the Friday before the meeting week. All agenda items are subject to the approval of the Planning Board Chairman.

The Zoning Ordinance including the Site Plan and Subdivision Regulations are available on the town's website: www.townofwilton.com.

If you have any questions, please call the planning office at 587-1939 ext. 201 or email adileone@townofwilton.com. We look forward to working with you to make the review process as efficient as possible.

* – Schedule and location subject to change. Consult with the Planning Secretary to confirm the meeting schedule and location.



Town of Wilton, NY

Planning Board Application Form

*** Application deadline is **NOON**, fifteen **(15) days PRIOR** to the meeting date. ***

Application Type:

- ☐ **Site Plan:** ☐ Commercial ☐ Industrial ☐ Apartments ☐ Mixed Use
- ☐ **Subdivision:** ☐ Commercial ☐ Residential
- ☐ **Amending Approved Plan:** ☐ Commercial ☐ Residential

Project Name: _____

Applicant Information

Applicant	Full Name: _____
	Company/ Address: _____
	Phone: _____ Email: _____

Property Owner	Full Name: _____
	Company/ Address: _____
	Phone: _____ Email: _____

Professional Consultant	Full Name: _____
	Company/ Address: _____
	Phone: _____ Email: _____

Parcel Information

Project Location: _____

Tax Map No(s): _____

Zoning District: _____ Acreage: _____ Frontage: _____ %Greenspace: _____

Existing Site Use: _____ Proposed Site Use: _____

Special Permitted Use: ☐ Yes ☐ No (Town Code §129-175) Will an Area Variance be required? ☐ Yes ☐ No

Saratoga County Planning Board Referral Required? ☐ Yes ☐ No

Outside Agency Permits Required: ☐ SCDPW ☐ NYSDOT ☐ NYSDOH ☐ NYSDEC ☐ ACOE Other: (Specify) _____

Site Characteristics: [Provide mapping from NYS Cultural Resource Information System (CRIS) <https://cris.parks.ny.gov/>]

Wetland Areas? ☐ Yes ☐ No Endangered or Threatened Species? ☐ Yes ☐ No If Yes, what? _____

Designated Historic District/Building/Landmark? ☐ Yes ☐ No (Town Code §129-13)

NOTE: Wetland areas, locations of endangered species and historical structures shall be indicated on plans.

NOTE: Complete each of the following subsections that are applicable to the Project.

Site Plan Information

If Leasing:

If under lease or purchase option, include a copy of the current lease/option.

Amount of acreage leased including all property used for access, storage, etc.: _____

Time period of lease: _____ Option to purchase: _____

Uses allowed under lease: _____

Conditions of purchase option, if any: _____

Residential Component – ☐ N/A

☐ Condominiums ☐ Apartments ☐ Townhouses

of Proposed Bldgs: _____ Total # of Units: _____ Units/Building: _____

Units/Floor: _____ Sq. Footage/Unit: _____ Bedrooms/Unit: _____ Units/Acre: _____

Will project have garages? ☐ Yes ☐ No If Yes, how many? _____

Commercial Component – ☐ N/A

Changes/Renovations to existing structures? ☐ Yes ☐ No If Yes, what kind? _____

New structures proposed? ☐ Yes ☐ No If Yes, what kind? _____

Additional Site Information:

Improvements to the property (i.e. landscaping, access, parking, signage, buffers, etc.): _____

Number of Stories: _____ Sq. Footage (incl. basement): _____ Soil Conditions: _____

Will grading/excavation be needed? ☐ Yes ☐ No If Yes, what is area of disturbance? _____

Stormwater Management (method): _____

Site Infrastructure:

Water: Daily Water Usage: _____ GPD ☐ Municipal ☐ Private Wells Well Flow Rate: _____ GPM

Sewer: ☐ Sewer ☐ On-Site Septic

Water and/or Sewer Line Extension Proposed? ☐ Yes ☐ No If Yes, where is the proposed connection point located? _____

Operations:

Days per week: _____ Hours: _____ Site Lighting: _____

Material Production (type/max. amt produced): _____

Are other uses planned for future? ☐ Yes ☐ No What/When? _____

Subdivision Information

☐ Conservation ☐ Conventional (10 Units or Less) ☐ N/A

Total # of Lots: _____ Total Site Area: _____

Will roads be developed? ☐ Yes ☐ No If Yes, will roads be dedicated to the Town? ☐ Yes ☐ No Total length in Linear Feet: _____

Has a Site Plan Review Application been submitted for any of the lots? ☐ Yes ☐ No If Yes, Project Name: _____

Proof of Ownership or Option: _____

Other Information, If necessary: _____

Amending Approved Plan

Existing Subdivision/Site Plan Name: _____

Originally approved on: _____

Reason for Proposed Amendment/ Reconfiguration: _____

Does proposed action affect frontages? ☐ Yes ☐ No Describe: _____

Signatures

Signed: _____ Date: _____
☐ Owner ☐ Applicant ☐ Agent

Signed: _____ Date: _____
☐ Owner ☐ Applicant ☐ Agent

INTERNAL USE

Zoning Officer Review

☐ No Action Needed
☐ Further Action Needed

Signed: _____

Mark Mykins, Zoning Officer