



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.*

- A Completed Application Form
- An Environmental Assessment Form (*Short or Long EAF depending on project type*)
- Three (3) copies of the site/subdivision plan (*full-sized plan sets*)
- Fifteen (15) copies of ALL submission materials to be reviewed by the Board
NOTE: Submission materials are to include 11" x 17" copies of the overall plan sheets.
- PDF 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. 211 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 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