



GUIDELINES FOR SUBMISSION TO THE WILTON PLANNING BOARD

The submission deadline is a minimum of fifteen days prior to the meeting date. Due to the increasing number of projects under review by the board, submission within 15 days does not guarantee placement on the next planning board agenda. **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 a complete submission:

- **appropriate application form**
- **an Environmental Assessment Form (SEQR)**
- **two (2) copies of the site/subdivision plan (*full sets*)**
- **eleven (11" x 17") copies of the site/subdivision plan (*plan sheets only*)**
- **initial application fee (*due when submission is deemed complete*)**
- **all incomplete submissions will be returned to the applicant**

If an application form is not included in the developer's packet or on the website, please contact the planning board office. Developer's packets are available in the office of the Executive Secretary to the Planning Board.

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

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 chairman of the board.

Copies of the zoning regulations and subdivision requirements are available for a reasonable fee in the Wilton Town Clerk's office. [The Zoning Ordinance and Subdivision Regulations are also available on the town's website.](#)

If you have any questions, please call the Planning office at 587-1939 ext. 211. We look forward to working with you to make the review process as efficient as possible. You can help in this process by using the information in the developer's package and making sure that all submissions are complete.