



Town of
Washington

**TOWN OF WASHINGTON
PLANNING BOARD**

10 Reservoir Drive • P.O Box 667 Millbrook,
NY 12545 • (845) 677-3419 EXT 112 •
planningboard@washingtonny.org

PRE-APPLICATION MEETING REQUEST FORM

SUBMIT THIS FORM IF YOU WOULD LIKE TO SCHEDULE A MEETING WITH THE PLANNING BOARD TO DISCUSS YOUR PROJECT AND ASK QUESTIONS BEFORE YOU FILE A FORMAL APPLICATION.

Submit this Form and four copies, together with the required \$500 fee, to:

Planning Board Secretary
Town of Washington
10 Reservoir Drive
Millbrook, NY 12545
T: (845) 677-3419, Ext. 112
F: (845) 677-2085

With electronic copy (including any maps or plans you choose to include) to:

Planning Board Secretary
planningboard@washingtonny.org

The digital copy shall be in a pdf, jpeg or other suitable write-protected image format capable of being opened and viewed using standard Windows-based software. If available, you may attach or email plans, survey, pictures, diagrams with dimensions and material samples. These are not required for this meeting but may be helpful.

Name of Applicant - (may be architect, engineer or other design professional):

Business Name: _____

Address: _____

Telephone: _____ Email Address: _____

Name of Record Owner(s) of Property: _____

Address: _____

Telephone: _____ Email Address: _____

Applicant Name: _____



TOWN OF WASHINGTON PLANNING BOARD
PlanningBoard@Washingtonny.org
10 Reservoir Dr, PO Box 667
Millbrook, NY 12545
845-677-3419

THIS DOCUMENT MUST BE SIGNED BEFORE A NOTARY PUBLIC

PLEASE NOTE: If ownership is held by a corporation, LLC, jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement.

OWNER'S ENDORSEMENT

STATE OF NEW YORK)

COUNTY OF _____) ss:

_____, being duly sworn, deposes and says:

- I am: (check one)
- _____ 1. the sole owner in fee (One individual on the tax roll)
 - _____ 2. a part owner in fee (Two or more individuals on the tax roll)
 - _____ 3. an officer of the corporation which is the owner in fee of the premises described in the foregoing application.
 - _____ 4. designated party authorized to act pursuant to a trust or legal document. (Trustees listed on tax roll)
 - _____ 5. member/owner(s) of Limited Liability Corporation (LLC).

(If you checked #3, #4 or #5, you must attach proof of authority (i.e.: Corporate Resolution, Surrogate Letter, Executor of the Will, Certified Letter of Testamentary, Letter of Administration, Attorney-Opinion Letter, Letter or Probate, Power of Attorney)

I reside at _____

City _____ State _____ Zip _____

I have authorized (name) _____ of _____

_____ (name of company) to make the foregoing application to the Town of Washington for approval as described herein for the property located at

_____ Property ID # _____ - _____ - _____.

Signature: _____

If owner is a corporation or LLC, please indicate name of the entity and title of the officer whose signature appears above.

Sworn to before me this _____ day of _____, 20_____.

Notary Public _____ Notary Stamp:

Commission expires: _____

_____ **Proof of Authority is attached. Type of Authority:** _____

