

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, e	ngineer or other design professional):
Business Name:	
Address:	
Telephone:	Email Address:
Name of Record Owner(s) of Property: Address:	
Telephone:	Email Address:

Applicant Name:	
PROJECT LOCATION:	
PARCEL ID #:	
DESIGN PROFESSIONAL/CONSULTANT NAME (if, any):	
FIRM ADDRESS:	
TELEPHONE:	EMAIL:
DESCRIBE PROJECT:	
SIGNATURE:	DATE:

REQUIRED: Check for a nonrefundable application fee of \$500.00 made out to the Town of Washington



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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
	4	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).
Letter of Testamentary, Letter of A	Administration, At	f of authority (i.e.: Corporate Resolution, Surrogate Letter, Executor of the Will, Certified ttorney-Opinion Letter, Letter or Probate, Power of Attorney)
City		State Zip
I have authorized (name)	l	of
	as described	ame of company) to make the foregoing application to the Town of the herein for the property located at Property ID #
	Sign	nature:
		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 Notary Public Commission expires:		Notary Stamp:
Proof of Auth	ority is attac	hed. Type of Authority:



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AFFIDAVIT TO BE COMPLETED BY AGENT OF OWNER

Sta	State of }						
Со	} ss: County of }						
		being duly sworn, deposes and says:					
1.	That he/she is the agent named in the forego	ing application for					
	and tha	at he/she has been duly authorized by the owner in fee					
	to make such application and that the foregoi	ng statements contained therein are true to the best					
	of his/her knowledge and belief.						
2.	2. That he/she resides at	in the County of					
	and the s	State of					
3.	3. That he/she is the	of the within property as described in the					
	foregoing application for Planning Board appro	oval and that the statements contained therein are					
	true to the best of his/her knowledge and belief.						
4.	4. That he/she understands that the Town of Wa	ashington Planning Board intends to rely on the					
	foregoing representations in making a determ	nination to issue the requested applications and					
	approvals and that under penalty of perjury he	e/she declares that he/she has examined this affidavit					
	and that it is true and correct.						
–– Ag	Agent	Agent					
 No	Notary Public						



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	DISCLOSURE OF BUSINESS INTEREST				
State of } } ss: County of }					
	being duly sworn, deposes and says:				
l.	Pursuant to §803 of the General Municipal Law the following municipal officer(s) or employee(s), and any of their family members, outside employers, business associates, clients or campaign contributors, have, or will later acquire, an ownership position, employment position, or other contractual interest in the proposed project: (Insert name, home address and municipal position held. Attach additional pages as necessary.)				
	That the interest of said municipal officer(s) or employee(s) is: (Detail the nature and extent of the interest. Attach additional pages as necessary.)				
	That he/she understands that the Town of Washington intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and				
	that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.				
	nt or Owner Agent or Owner				
	ary Public				