



Town of
Washington

**TOWN OF WASHINGTON
PLANNING BOARD**

10 Reservoir Drive • P.O Box 667 Millbrook,
NY 12545 • (845) 677-3419 EXT 116 •
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. 116
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: _____

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

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:** _____

Applicant Name: _____



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AFFIDAVIT TO BE COMPLETED BY AGENT OF OWNER

State of _____ }
 } ss:
County of _____ }

_____ being duly sworn, deposes and says:

1. That he/she is the agent named in the foregoing application for _____
_____ and that he/she has been duly authorized by the owner in fee
to make such application and that the foregoing statements contained therein are true to the best
of his/her knowledge and belief.
2. That he/she resides at _____ in the County of
_____ and the State of _____.
3. That he/she is the _____ of the within property as described in the
foregoing application for Planning Board approval and that the statements contained therein are
true to the best of his/her knowledge and belief.
4. That he/she understands that the Town of Washington Planning Board 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.

Agent

Agent

Notary Public

Applicant Name: _____



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DISCLOSURE OF BUSINESS INTEREST

State of _____ }
 } **ss:**
County of _____ }

_____ being duly sworn, deposes and says:

1. 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.)

2. 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.)

3. 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.

Agent or Owner

Agent or Owner

Notary Public