



Town of
Washington

**TOWN OF WASHINGTON
PLANNING BOARD**

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

planningboard@washingtontny.org

PROPERTY 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 \$100 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@washingtontny.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, surveys, pictures, diagrams with dimensions and material samples. These are not required for this meeting but may be helpful.

Applicant Name: _____

PROJECT LOCATION:

PARCEL ID #: _____

DESIGN PROFESSIONAL/CONSULTANT NAME (if, any):

FIRM ADDRESS:

TELEPHONE: _____ EMAIL: _____



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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 the owner is a corporation or LLC, please indicate the 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: _____

