

SUBDIVISION/RESUBDIVISION DESCRIPTION: Attach a detailed narrative of the proposed application which describes the existing character, physical attributes and scope of the proposal.

APPLICANT'S NAME

ADDRESS

OWNER'S NAME

ADDRESS

PROPERTY LOCATION

ZONING DISTRICT

| WLR | VOLUME | PAGE | TAX MAP # | LOT# | ACREAGE |
|----------|-----------|----------|------------|-------------|------------|
| FRONTAGE | # OF LOTS | AVG AREA | OPEN SPACE | CONSV. LAND | LF OF ROAD |

THE FOLLOWING MATERIALS SHALL BE ATTACHED:

- * Fifteen (15) complete ***COLLATED/FOLDED*** sets are required.
- * All plans shall be equal in sheet size, **collated into sets** (either stapled or clipped), with **maps folded, (not rolled)**.
- * All submitted plans and documents shall bear an **original signature, seal, and license number** of the professional responsible for preparing each item.

- _____ **VICINITY SKETCH** at a scale of 1"=100' or 1"=200'. Said map shall show all existing zone boundaries, existing buildings and parcels, labeled by their corresponding Tax Map and Lot Number, within 500' of the subject property.
- _____ **CLASS A-2 SURVEY MAP** of the subject property.
- _____ **SUBDIVISION/RESUBDIVISION PLAN** pursuant to Land Subdivision Regs.
- _____ **SUPPORTING INFORMATION AND PLANS** pursuant to Land Subdivision Regs.
- _____ **LIST OF PROJECT PROFESSIONALS** including name, firm, address and telephone.
- _____ **LETTER OF TITLE** certifying owner of record as of date of the application.
- _____ **PROOF OF APPLICANT'S LEGAL INTEREST** in property.
- _____ **LIST OF ABUTTING PROPERTY OWNERS** sorted by Tax Map and Lot Number.
- _____ **ONE #10 TOWN OF WILTON ENVELOPE**, provided by the Town at time of application submission, addressed to each abutting property owner (see attached instructions)
- _____ **TWO #10 (4"x 9.5") PLAIN ENVELOPES** addressed to the applicant (No Return Address)
- _____ **ANY OTHER PLAN OR DOCUMENT AS REQ'D BY ZONING OR SUBDIVISION REGULATIONS**
- _____ **\$460 PLUS \$100/LOT FILING FEE** payable to: Town of Wilton.

THE APPLICANT understands that this application is to be considered complete only when all information and documents required by the Commission have been submitted and is responsible for the payment of all legal notices incurred.

THE UNDERSIGNED WARRANTS the truth of all statements contained herein and in all supporting documents according to the best of his or her knowledge and belief; and hereby grants visitation and inspection of the subject property as described herein.

APPLICANT'S SIGNATURE

TELEPHONE

OWNER'S SIGNATURE

TELEPHONE

INSTRUCTIONS FOR ENVELOPES:

Envelopes to listed property owners:

The Planning and Zoning Department will provide one (1) #10 TOWN OF WILTON envelope for each listed property owner. Two Wednesdays prior to your scheduled hearing, you must pick up (or we can email to you) a copy of the legal notice, and you will need to include a photocopy of the notice in each envelope. Completed envelopes **MUST** be mailed by the applicant with a “Certificate of Mailing” for each envelope no later than seven (7) business days prior to the hearing. The U.S. Postal Service can assist you with this process. The Certificate of Mailing verifications must be returned to the Planning and Zoning Department prior to the hearing.