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## ***Welcome to the Town of Wallkill Planning Board:***

### **Scheduling a worksession with the Consulting Engineer.**

A worksession can be scheduled to meet with our Consulting Engineer, Richard McGoey, by contacting Marylynn Hunt, Planning Board Secretary, by phone or email noted above. Worksessions are held twice a month and are approximately 1/2 hour appointments between the hours of 9:00 a.m. and 5:00 p.m.

Prior to the time of your scheduled worksession email ([planning@townofwallkill.com](mailto:planning@townofwallkill.com)) the attached *Applicant Information Sheet* and bring in or mail the \$300.00 consulting fee. We ask that you bring 2 paper copies of your proposal to the meeting and email a PDF of your plan to the Planning Board Secretary before your scheduled appointment. A completed EAF should also be submitted at the worksession:

Go to: [www.dec.ny.gov/eafmapper](http://www.dec.ny.gov/eafmapper).

Your proposal will be reviewed at your worksession appointment and placed on the next available Planning Board Agenda. Once the project has been placed on an agenda the full application and fees will need to be submitted. \* If an administrative approval is given all consulting fees must be paid before issuance of the signed map.

We look forward to working with you! Please feel free to contact this office with any questions and/or assistance you need during this process.  
Thank you.

Gary Lake  
Planning Board Chairman

TOWN OF WALLKILL PLANNING BOARD  
NEW APPLICANT DATA SHEET

(TO BE COMPLETED PRIOR TO APPLICANT'S 1<sup>st</sup> WORKSESSION)

Task # \_\_\_\_\_ ( to be assigned by Planning Board Secretary)

APPLICANT

NAME: \_\_\_\_\_

PROJECT NAME & DESCRIPTION :

\_\_\_\_\_

ADDRESS AND S-B-L OF SITE PLAN:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT PHONE #

\_\_\_\_\_

Name and mailing address of Person(s) responsible for payment of fees to the Town of Wallkill:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESCROW DUE PRIOR TO WORKSESSION: \$300.00

Payable by Cash/Check/Money Order

DATE \_\_\_\_\_

EMAIL ADDRESS:

\_\_\_\_\_