

TOWN OF WARWICK PROFESSIONAL CONFERENCE FORM

Date: _____

Property owners in the Town of Warwick require the permission of the Planning Board and/or Building Department for a variety of activities, as defined in the Town Code. To the extent allowed by the Town Code the Town of Warwick encourages working with the Building Department; Planning Board review and approval can be lengthy and expensive process.

However, the Building Department staff may require the expertise offered by the Town of Warwick's Professionals (i.e., attorney, engineer, and/or planner) to determine if the proposed activity meets all Federal, state, and Town requirements/guidance. The cost of this expertise is the responsibility of the project applicant / property owner.

When Professional expertise is required, an advanced deposit shall be placed in an escrow account. The sum requested will ordinarily be sufficient for the Town's Professionals to complete their review; however the Town may request additional funds if the information supplied is incomplete or the review is complex and requires additional time to review. Therefore, a minimum balance must be maintained. Any balance remaining in the escrow account after the review has been completed will be refunded (a letter to the Town Board requesting the return of the escrow balance is required).

Neither the Project Applicant / Property Owner nor the Planning Board or its representatives shall be bound by the exchange of ideas during the Professional Conference.

SITE DATA:

Street Location: _____

Section: _____ Block: _____ Lot: _____

Zoning District: _____ Acreage: _____

Brief Description of Proposed Activities: _____

Ridgeline: _____ Aquifer: _____ Agricultural: _____ Biodiversity: _____

Traditional Overlay: _____

Amount Required: _____ \$500 _____ Minimum Balance: _____ \$200 _____

OWNER INFORMATION:

Name: _____

Address: _____

Phone: _____ Email: _____

Owner Signature*: _____

APPLICANT INFORMATION (if different than owner):

Name: _____

Address: _____

Phone: _____ Email: _____

Applicant Signature*: _____

* - It is the responsibility of the Owner/Applicant to coordinate an appointment with the Town's Professionals. It is the Owner's responsibility to ensure that all escrow payments are made to the Town in a timely fashion.

Office Use Only: Meeting Date / Time: _____

Other Notes: _____