

**TOWN OF PLATTSBURGH  
PLANNING BOARD MEETING AND SUBMITTAL CALENDAR  
2017**

<u>Town of Plattsburgh Planning Board Mtg.*</u>	<u>Town of Plattsburgh Submittal Deadline</u>	<u>Clinton County Planning Board Mtg.**</u>	<u>Clinton County Submittal Deadline</u>
JAN 17, 2017	DEC 27, 2016	JAN 4, 2017***	DEC 26, 2016
FEB 21, 2017	JAN 31, 2017	FEB 1, 2017***	JAN 23, 2017
MAR 21, 2017	FEB 28, 2017	MAR 1, 2017***	FEB 20, 2017
APR 18, 2017	MAR 28, 2017	APR 5, 2017***	MAR 27, 2017
MAY 16, 2017	APR 25, 2017	MAY 3, 2017***	APR 24, 2017
JUN 20, 2017	MAY 30, 2017	JUN 7, 2017***	MAY 29, 2017
JULY 18, 2017	JUN 27, 2017	JUL 5, 2017***	JUN 26, 2017
AUG 15, 2017	JUL 25, 2017	AUG 2, 2017***	JUL 24, 2017
SEPT 19, 2017	AUG 29, 2017	SEPT 6, 2017***	AUG 28, 2017
OCT 17, 2017	SEPT 26, 2017	OCT 4, 2017***	SEPT 25, 2017
NOV 21, 2017	OCT 31, 2017	NOV 1, 2017***	OCT 23, 2017
DEC 19, 2017	NOV 28, 2017	DEC 6, 2017***	NOV 27, 2017
JAN 16, 2018	DEC 26, 2017	JAN 3, 2018***	DEC 25, 2017

\* Meeting 5:00 P.M. and 4:30 work session prevailing time unless modified by Planning Board resolution.

\*\* For items requiring Clinton County Planning Board (General Municipal Law 239m) referral: Contact the Planning Department for further information.

\*\*\*County submittal deadline is earlier than Town deadline. All projects requiring County 239m referrals must plan accordingly to meet the County's deadline. Please coordinate submittal with the Planning Department to assure compliance.

Note: For Type I SEQRA actions or Unlisted Actions with coordinated review refer to NYS Environmental Conservation Law for SEQRA time frames.

Zoning Board of Appeals generally meets the Wednesday before the Town Planning Board meeting each month at 6:00 P.M.

**MATERIALS SUBMITTAL REQUIREMENTS:**

Provide FOUR sets (FIVE sets for GML 239m referrals) of 24"x36" (No exceptions) maps plans, reports, SEQRA forms, proof of ownership with original executed signatures (Property Owner Affidavit Form) in all applications and other related materials necessary for project submittal, also, include a site plan plotted to 11" X 17" format for all projects. Applicants are responsible for providing the Planning Department a pdf file for project presentation and/or other graphics needed for project presentation at the monthly Planning Board.

Projects submitted that are lacking in materials necessary for review will be considered incomplete and will not be placed on the Planning Board agenda.

Fees are due with submittals or otherwise will be considered incomplete.

Please be aware the Town Zoning Ordinance, Article VII, Section 7.11, allows for the Planning Board to charge applicants for costs incurred by the Planning Board for consultation fees, staff review costs or other expenses. Some projects may be required to establish an escrow account for reimbursement.

For further questions call the Department of Planning at (518) 562-6850 or FAX (518) 563-8396. Forms are also available on the Town of Plattsburgh web site at [www.townofplattsburgh.com](http://www.townofplattsburgh.com)