

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING AND SUBMITTAL CALENDAR
2016**

<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 19, 2016	DEC 29, 2015	JAN 6, 2016***	DEC 27, 2015
FEB 16, 2016	JAN 26, 2016	FEB 3, 2016***	JAN 24, 2016
MAR 15, 2016	FEB 23, 2016	MAR 2, 2016***	FEB 21, 2016
APR 19, 2016	MAR 29, 2016	APR 6, 2016***	MAR 27, 2016
MAY 17, 2016	APR 26, 2016	MAY 4, 2016***	APR 24, 2016
JUN 21, 2016	MAY 31, 2016	JUN 1, 2016***	MAY 22, 2016
JULY 19, 2016	JUN 28, 2016	JUL 6, 2016***	JUN 26, 2016
AUG 16, 2016	JUL 26, 2016	AUG 3, 2016***	JUL 24, 2016
SEPT 20, 2016	AUG 30, 2016	SEPT 7, 2016***	AUG 28, 2016
OCT 18, 2016	SEPT 27, 2016	OCT 5, 2016***	SEPT 25, 2016
NOV 15, 2016	OCT 25, 2016	NOV 2, 2016*** (TBD)	OCT 23, 2016
DEC 20, 2016	NOV 29, 2016	DEC 7, 2016***	NOV 27, 2016
JAN 17, 2017	DEC 27, 2016	JAN 4, 2017***	DEC 25, 2016

* 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