

TOWN OF PLATTSBURGH
PLANNING BOARD MEETING AND SUBMITTAL CALENDAR
2018

<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 16, 2018	DEC 26, 2017	JAN 3, 2018***	DEC 26, 2017
FEB 20, 2018	JAN 30, 2018	FEB 7, 2018***	JAN 29, 2018
MAR 20, 2018	FEB 27, 2018	MAR 7, 2018***	FEB 26, 2018
APR 17, 2018	MAR 27, 2018	APR 4, 2018***	MAR 26, 2018
MAY 15, 2018	APR 24, 2018	MAY 2, 2018***	APR 23, 2018
JUN 19, 2018	MAY 29, 2018	JUN 6, 2018***	MAY 28, 2018
JULY 17, 2018	JUN 26, 2018	JUL 5, 2018***	JUN 26, 2018
AUG 21, 2018	JUL 31, 2018	AUG 1, 2018***	JUL 23, 2018
SEPT 18, 2018	AUG 28, 2018	SEPT 5, 2018***	AUG 27, 2018
OCT 16, 2018	SEPT 25, 2018	OCT 3, 2018***	SEPT 24, 2018
NOV 20, 2018	OCT 30, 2018	NOV 7, 2018***	OCT 29, 2018
DEC 18, 2018	NOV 27, 2018	DEC 5, 2018***	NOV 26, 2018
JAN 15, 2019	DEC 26, 2018	JAN 2, 2019***	DEC 24, 2018

* 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 SEQR 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