

Tips for Projects Submitted for Planning Board Review

Below are some helpful tips the Planning Department has put together to help applicants have a better understanding of what is required to submit a project to the Planning Board for review. Some tips may not apply to all applicants, however; we encourage all applicants to familiarize themselves with this list to ensure a more streamlined review process.

- Schedule a Pre-Meeting with Planning Staff.
- Check the Planning Board Calendar for submittal dates & a list of required materials.
- Submit Completed forms and applications including fees. (refer to Fee Schedule)
- Consult with Codes & Zoning Department to determine if any zoning variances are required.(if advised to in pre-meeting)
- Consider other involved agencies. (NYSDOT, NYSDEC, ACOE)
- Typical projects require 2 Planning Board Meetings (sketch review meeting & detailed preliminary plan review meeting) Complicated or controversial projects may require additional meetings.
- Site Plan projects often require referral to the Clinton County Planning Board and can affect the approval schedule.
- Consider and disclose all anticipated project components and activities. Late disclosure may delay approvals.
- It is imperative that the project review and respond to all staff and Planning Board review comments.
- Maintain communication with your consultant throughout the Planning Board review process.
- Call the Planning Department (518) 562-6850 with any questions. We are always happy to help!