

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING AND SUBMITTAL CALENDAR
2010**

Town of Plattsburgh Planning Board Mtg.*	Submittal Deadline	Clinton County Planning Board Mtg.**
JAN 12, 2010	DEC 22, 2009	JAN 6, 2010
FEB 9, 2010	JAN 19, 2010	FEB 3, 2010
MAR 9, 2010	FEB 16, 2010	MAR 3, 2010
APR 13, 2010	MAR 23, 2010	APR 7, 2010
MAY 11, 2010	APR 20, 2010	MAY 5, 2010
JUN 8, 2010	MAY 18, 2010	JUN 2, 2010
JULY 13, 2010	JUN 22, 2010	JUL 7, 2010
AUG 10, 2010	JUL 20, 2010	AUG 4, 2010
SEPT 14, 2010	AUG 24, 2010	SEPT 1, 2010***
OCT 12, 2010	SEPT 21, 2010	OCT 6, 2010
NOV 9, 2010	OCT 19, 2010	NOV 3, 2010
DEC 14, 2010	NOV 23, 2010	DEC 1, 2010***
JAN 11, 2011	DEC 21, 2010	JAN 5, 2011

* 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 Department of Planning for further information.

*** County deadline submittal deadline is earlier than Town deadline.

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 after 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.

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

Please be aware that Town Zoning Ordinance, October 2007, Section 7.9 allows for the Planning Board to charge applicants for costs incurred by the Planning Board for consultation fees, staff review costs or other expenses.

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