

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING AND SUBMITTAL CALENDAR
2012**

Town of Plattsburgh Planning Board Mtg.*	Submittal Deadline	Clinton County Planning Board Mtg.**
JAN 10, 2012	DEC 20, 2011	JAN 4, 2012
FEB 14, 2012	JAN 24, 2012	FEB 1, 2012***
MAR 13, 2012	FEB 21, 2012	MAR 7, 2012
APR 10, 2012	MAR 20, 2012	APR 4, 2012
MAY 8, 2012	APR 17, 2012	MAY 2, 2012
JUN 12, 2012	MAY 22, 2012	JUN 6, 2012
JULY 10, 2012	JUN 19, 2012	JUL 4, 2012
AUG 14, 2012	JUL 24, 2012	AUG 1, 2012***
SEPT 11, 2012	AUG 21, 2012	SEPT 5, 2012
OCT 9, 2012	SEPT 18, 2012	OCT 3, 2012
NOV 13, 2012	OCT 23, 2012	NOV 7, 2012
DEC 11, 2012	NOV 20, 2012	DEC 5, 2012
JAN 10, 2013	DEC 18, 2012	JAN 2, 2013

* 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