

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING AND SUBMITTAL CALENDAR
2022**

<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 18, 2022	DEC 28, 2021	JAN 5, 2022**	DEC 27, 2021
FEB 15, 2022	JAN 25, 2022	FEB 2, 2022**	JAN 24, 2022
MAR 15, 2022	FEB 22, 2022	MAR 2, 2022**	FEB 21, 2022
APR 19, 2022	MAR 29, 2022	APR 6, 2022**	MAR 28, 2022
MAY 17, 2022	APR 26, 2022	MAY 4, 2022**	APR 25, 2022
JUN 21, 2022	MAY 31, 2022	JUN 1, 2022**	MAY 23, 2022
JULY 19, 2022	JUN 28, 2022	JUL 6, 2022**	JUN 27, 2022
AUG 16, 2022	JUL 26, 2022	AUG 3, 2022	JUL 25, 2022
SEPT 20, 2022	AUG 30, 2022	SEPT 7, 2022**	AUG 29, 2022
OCT 18, 2022	SEPT 27, 2022	OCT 5, 2022**	SEPT 26, 2022
NOV 15, 2022	OCT 25, 2022	NOV 2, 2022**	OCT 24, 2022
DEC 20, 2022	NOV 29, 2022	DEC 7, 2022**	NOV 28, 2022
JAN 17, 2023	DEC 27, 2022	JAN 4, 2023**	DEC 26, 2022

* Work session at 4:30 and meeting 5:00 P.M. prevailing time unless modified by Planning Board resolution.

**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 Tuesday 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 & Community Development 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.

Projects submitted that are lacking in materials necessary for review will be considered incomplete and will not be placed on the Planning Board agenda.

Please be aware the Town Zoning Ordinance, Article VII, Section 7.12, 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 Planning & Community Development at (518) 562-6850. Forms are also available on the Town of Plattsburgh web site at www.townofplattsburgh.com