

**TOWN OF PLATTSBURGH  
PLANNING BOARD MEETING AND SUBMITTAL CALENDAR  
2023**

<b>Town of Plattsburgh Planning Board Mtg.*</b>	<b>Town of Plattsburgh Submittal Deadline</b>	<b>Clinton County Planning Board Mtg.**</b>	<b>Clinton County Submittal Deadline</b>
JAN 17, 2023	DEC 27, 2022	JAN 4, 2023**	DEC 27, 2022 by noon
FEB 21, 2023	JAN 31, 2023	FEB 1, 2023**	JAN 23, 2023
MAR 21, 2023	FEB 28, 2023	MAR 1, 2023**	FEB 20, 2023
APR 18, 2023	MAR 28, 2023	APR 5, 2023**	MAR 27, 2023
MAY 16, 2023	APR 25, 2023	MAY 3, 2023**	APR 24, 2023
JUN 20, 2023	MAY 30, 2023	JUN 7, 2023**	MAY 30, 2023 by noon
JULY 18, 2023	JUN 27, 2023	JUL 5, 2023**	JUN 26, 2023
AUG 15, 2023	JUL 25, 2023	AUG 2, 2023	JUL 24, 2023
SEPT 19, 2023	AUG 29, 2023	SEPT 6, 2023**	AUG 28, 2023
OCT 17, 2023	SEPT 26, 2023	OCT 4, 2023**	SEPT 25, 2023
NOV 21, 2023	OCT 31, 2023	NOV 1, 2023**	OCT 23, 2023
DEC 19, 2023	NOV 28, 2023	DEC 6, 2023**	NOV 27, 2023
JAN 16, 2024	DEC 26, 2023	JAN 3, 2024**	DEC 26, 2023

\* 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](http://www.townofplattsburgh.com)