**TOWN OF PLATTSBURGH**

**PLANNING BOARD MEETING AND SUBMITTAL CALENDAR**

**2024**

 **Town of Plattsburgh Town of Plattsburgh Clinton County Clinton County**

**Planning Board Mtg.\* Submittal Deadline Planning Board Mtg\*\* Submittal Deadline**

JAN 16, 2024 DEC 26, 2023 JAN 3, 2024\*\* DEC 26, 2023 by noon

FEB 20, 2024 JAN 30, 2024 FEB 7, 2024\*\* JAN 29, 2024

MAR 19, 2024 FEB 27, 2024 MAR 6, 2024\*\* FEB 26, 2024

APR 16, 2024 MAR 26, 2024 APR 3, 2024\*\* MAR 25, 2024

MAY 21, 2024 APR 30, 2024 MAY 1, 2024\*\* APR 22, 2024

JUN 18, 2024 MAY 28, 2024 JUN 5, 2024\*\* MAY 28, 2024 by noon

 JULY 16, 2024 JUN 25, 2024 JUL 3, 2024\*\* JUN 24, 2024

 AUG 20, 2024 JUL 30, 2024 AUG 7, 2024\*\* JUL 29, 2024

 SEPT 17, 2024 AUG 27, 2024 SEPT 4, 2024\*\* AUG 26, 2024

OCT 15, 2024 SEPT 24, 2024 OCT 2, 2024\*\* SEPT 23, 2024

 NOV 19, 2024 OCT 29, 2024 NOV 6, 2024\*\* OCT 28, 2024

 DEC 17, 2024 NOV 26, 2024 DEC 4, 2024\*\* NOV 25, 2024

 JAN 21, 2025 DEC 31, 2024 JAN ?, 2025\*\* DEC ?, 2024

\* 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 with 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)