

**TOWN OF PLATTSBURGH
PLANNING BOARD MEETING AND SUBMITTAL CALENDAR
2025**

<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 21, 2025	DEC 31, 2024	JAN 8, 2025**	DEC 30, 2024
FEB 18, 2025	JAN 28, 2025	FEB 5, 2025**	JAN 27, 2025
MAR 18, 2025	FEB 25, 2025	MAR 5, 2025**	FEB 24, 2025
APR 15, 2025	MAR 25, 2025	APR 2, 2025**	MAR 24, 2025
MAY 20, 2025	APR 29, 2025	MAY 7, 2025**	APR 28, 2025
JUN 17, 2025	MAY 27, 2025	JUN 4, 2025**	MAY 27, 2025 by noon
JULY 15, 2025	JUN 24, 2025	JUL 2, 2025**	JUN 23, 2025
AUG 19, 2025	JUL29, 2025	AUG 6, 2025**	JUL 28, 2025
SEPT 16, 2025	AUG 26, 2025	SEPT 3, 2025**	AUG 25, 2025
OCT 21, 2025	SEPT 30, 2025	OCT 1, 2025**	SEPT 22, 2025
NOV 18, 2025	OCT 28, 2025	NOV 5, 2025**	OCT 27, 2025
DEC 16, 2025	NOV 25, 2025	DEC 3, 2025**	NOV 24, 2025
JAN 20, 2026	DEC 30, 2025	JAN ?, 2026**	DEC ?, 2025

* 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