

TOWN OF CLARKSON – PLANNING BOARD

3710 Lake Road, PO Box 858, Clarkson, NY 14430

Tel: 585-637-1145 Fax: 585-637-1147

TO: Applicant or Design Professional

FROM: Ursula M. Liotta, Building Department Coordinator

RE: PLANNING BOARD APPLICATION

Please review the attached Application. Kindly submit the following documents to the Town Clerk's Office for review by the Planning Board:

- | | |
|--|------------------|
| 1. Application | 3 copies |
| 2. Full Environmental Assessment Form (SEQRA/EAF)-Part 1 | 3 copies |
| 3. Agricultural Data Statement, if applicable | 3 copies |
| 4. Site plan | 20 copies |
| 5. Application fee | due upon receipt |

The application will be referred to the following:

1. Planning Board for initial review (10 copies of site plan reqd.);
2. Monroe County Department of Development and Planning (5 copies of site plan reqd.);
3. Conservation Board for SEQR recommendation (5 copies of site plan reqd.);
4. Planning Board to schedule a Public Hearing;
5. Hold Public Hearing; Planning Board renders its decision.

Based on the details of the application, it may require approvals from the Town Board or Zoning Board of Appeals. In that event, a separate application and fee will need to be submitted to the appropriate Board.

Submissions to other agencies may also be required depending on the scope of the application, i.e. approval of sanitary facilities, wastewater disposal systems, public water supply improvement, etc. It is the responsibility of the design professional to make the necessary submissions to the appropriate agencies.

If you have any questions regarding the application packet or process, please contact me at the number listed above. Thank you.

NOTE: Planning Board meets on the 1st & 3rd Tuesday of each month @ 7:00 p.m. at the Town Hall.

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FOR OFFICE USE ONLY:

Planning Board Application #

Date Submitted

Fee Paid w/Application

S.E.Q.R.A. Submitted – Full E.A.F.

Agricultural Data Statement Submitted

Plans or Miscellaneous Submitted

PLANNING BOARD APPLICATION:

Re:

Applicant(s) Name & Project Name

Project Location

The applicant(s) hereby below apply for (check all that apply):

- SUBDIVISION / RESUBDIVISION APPROVAL
- SITE PLAN APPROVAL
- SPECIAL PERMIT

for the following proposed:

- ONE LOT SINGLE FAMILY HOME
- ONE LOT TWO FAMILY HOME
- MINOR SUBDIVISION (1 lot into 4 or less lots)
- MAJOR SUBDIVISION (1 lot into 5 or more lots)
- RESUBDIVISION (combining lots into larger ones or redividing lots)
- DEVELOPMENT
- REDEVELOPMENT / CHANGE IN USE
- _____

(Describe use that requires a special permit.)

FEES AS FOLLOWS:

Subdivision/Site Plan application	Residential (1 & 2 family):	\$300 + \$25/lot
	Commercial:	\$500 per lot
Resubdivision (all districts)	Lot line change:	\$300
	Redividing lots:	\$300/lot
Special Permits		\$150
Other	Mylar redate & resign:	\$10/lot; \$50/min.

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SUPPORT INFORMATION SUBMITTED:

- _____ Application fee in the amount of \$ _____
- _____ Preliminary Plat Map
- _____ Area Map
- _____ Topographic Map
- _____ Site Plan
- _____ Soil Overlay
- _____ SEQRA - Full EAF
- _____ Agricultural Data Statement
- _____ Grading Plan
- _____ Preliminary Engineering Report
- _____ Preliminary Drainage Report
- _____ Final Plat Map
- _____ Grading and Drainage Plan
- _____ Utility Plan
- _____ Landscape Plan
- _____ Street Lighting Plan
- _____ Final Engineering Report
- _____ Final Drainage Report
- _____ Easement Descriptions
- _____ Easement Maps
- _____ Easement Documents
- _____ Other

DESIGN PROFESSIONALS:

The following design professionals or attorneys may be involved with this project. Please indicate the lead professional with an asterisk (*).

_____	_____
COMPANY NAME	COMPANY NAME
_____	_____
ADDRESS	ADDRESS
_____	_____
CITY STATE ZIP	CITY STATE ZIP
_____	_____
CONTACT NAME	CONTACT NAME
_____	_____
EMAIL ADDRESS	EMAIL ADDRESS
_____	_____
TELEPHONE	TELEPHONE
_____	_____
FAX	FAX

CERTIFICATION STATEMENTS:

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The applicant(s) hereby affirms that the above information is accurate and complete, to the best of his/her knowledge and information, and that he/she/they is/are the title owner(s) of the property or has/have been authorized by the title owner(s) to make this application.

DEVELOPER'S SIGNATURE

DEVELOPER'S SIGNATURE

PRINT NAME

PRINT NAME

EMAIL ADDRESS

EMAIL ADDRESS

MAILING ADDRESS

MAILING ADDRESS

CITY STATE ZIP

CITY STATE ZIP

TELEPHONE

TELEPHONE

FAX

FAX

I/We hereby certify that I/We am/are title owner(s) of the property identified in the above application and that the applicant(s) named above is/are authorized to make the application described herein.

PROPERTY OWNER'S SIGNATURE

PROPERTY OWNER'S SIGNATURE

PRINT NAME

PRINT NAME

EMAIL ADDRESS

EMAIL ADDRESS

MAILING ADDRESS

MAILING ADDRESS

CITY STATE ZIP

CITY STATE ZIP

TELEPHONE

TELEPHONE

FAX

FAX

ATTENTION APPLICANTS:

Any fee incurred through professional services provided by the Town Engineer, Town Attorney, or Planning Consultant and Legal Publications, shall be paid by the applicant/developer upon receipt. I/We have read and fully understand the above and agree to the contents.

Applicant Signature

Date

Applicant Signature

Date

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