

TO: Applicant or Design Professional

FROM: Ursula M. Liotta, Deputy Town Clerk TEL: 585-637-1130

RE: PLANNING BOARD APPLICATION MATERIALS

Please review this application packet. If you are being represented by a design professional, it is advisable they handle the completion of this packet. A schedule of Board meetings and submission deadlines and a fee schedule are included. Please complete the application, full environmental assessment form - part 1 and agricultural data statement if it is applicable under the definition provided. These must be accompanied by the appropriate plans and application fee and submitted to the Town Clerk's Office.

Once the application is considered complete, it will be referred to the County for review and the Conservation Board for SEQR recommendation. The application will be scheduled on a Planning Board agenda for review. Once a SEQR recommendation is received, the Planning Board can make a SEQR determination and call for a public hearing.

Depending on the details of the application, it may require approvals from the Town Board or Zoning Board of Appeals. If that is the case, the necessary applications will need to be made to the appropriate Board.

Submissions to other agencies may be required depending on the scope of the application. These may include approval of sanitary facilities, wastewater disposal systems, public water supply improvement, right of way naming act or the like. It is the responsibility of the applicant's design professional to make the necessary submissions to the appropriate agencies. Please note that it is the responsibility of the design professional to notify the Town's Development Coordinator of the 911 response to the R.O.W. (Right of Way) Naming Act Application.

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

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Planning Board Application #

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Date Submitted

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Application Fee Paid

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S.E.Q.R.A. Submitted - Full E.A.F.

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Agricultural Data Statement Submitted (if applicable)

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Plans or Miscellaneous Submitted

TO: Town of Clarkson  
 Planning Board  
 Att: Ursula M. Liotta  
 3710 Lake Road PO Box 858  
 Clarkson, NY 14430

## PLANNING BOARD APPLICATION

Re: \_\_\_\_\_  
 Applicants Name & Project Name

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\_\_\_\_\_

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

- SUBDIVISION 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 re-dividing lots)
- DEVELOPMENT
- REDEVELOPMENT / CHANGE IN USE
- \_\_\_\_\_  
 (Describe use that requires a special permit.)

### INSTRUCTIONS TO APPLICANTS:

- Type or clearly print all required information.
- Check the items that are being submitted as a part of this application.
- Get the appropriate signatures on the certification page.
- Submit the original with 22 copies of application and plans, 3 copies of SEQR + 3 copies of Ag. Data Statement.
- Applications and backup data should be submitted 3 weeks prior to being placed on an agenda.



In support of this application, the following information is 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

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CITY

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
STATE ZIP

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

**CERTIFICATION OF STATEMENTS:**

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

\_\_\_\_\_  
NAME

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY                      STATE                      ZIP

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

\_\_\_\_\_  
DEVELOPER'S SIGNATURE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY                      STATE                      ZIP

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
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

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY                      STATE                      ZIP

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY                      STATE                      ZIP

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

# Attention

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 prior to final signature by the Chairman of the Planning Board.

I have read and fully understand the above and agree to the contents.

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Signature

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Dated