

## TOWN OF CLARKSON – PLANNING BOARD APPLICATION

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

Office Phone #: 585-637-1145

Email: [building@clarksonny.org](mailto:building@clarksonny.org)

**FOR OFFICE USE ONLY:**

Application #	Date Submitted	Fee Paid w/Application
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Applicant(s) Name	Tel. #	Email Address
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Project Name

Project Location

**Please check pages 2 and 3 of the application to ensure all documentation is provided before submittal.**

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

- ( ) Subdivision / Resubdivision Approval
- ( ) Site Plan Approval
- ( ) Special Permit
- ( ) Fill 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 / redividing lots / lot line changes)
- ( ) Development
- ( ) Redevelopment / Change in Use
- ( ) \_\_\_\_\_

(Describe use that requires a special permit)

**Fees As Follows**

Subdivision/Site Plan	Residential (1 & 2 Family)	\$500 plus \$50 per lot
	Subdivision w/o Site Plan	\$300 plus \$25 per affected lot
	Commercial	\$750 per lot
	Telecommunications Tower *Must adhere to specifics per Clarkson Town Code 140-16.1	\$750 all zoning districts* plus ZBA Special Use Permit (\$150) and eng. Deposit (\$1000)
Resubdivision	All Districts/Lot Line Changes (When no development is involved, only an instrument survey is required)	\$150 per lot
Special Permits		\$150 (Other PB fees may apply)
Fill Permit	Includes Grading	Flat Fee - \$50 Inspection Fee - \$50 Review Fee - \$outside consult – Cost & 10% Admin Review (>25 yards/year) - \$50

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Other	Mylar Re-Date and Re-Sign	\$10 per lot / \$50 minimum
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**INSTRUCTIONS:**

1. Type or clearly print all required information.
2. Check the items that are being submitted as part of this application.
3. Include the appropriate signatures on the Certification page.
4. For Subdivision/Site Plan Approval, please submit the following:
  - Application: original plus 2 copies
  - Site Plan: 11 copies
  - Agr Data Statement: 3 copies
  - SEQR Long Form: 3 copies
5. For other applications, please call the Building Dept (637-1145) for proper submission.
6. **Applications and backup data should be submitted two (2) weeks prior to the next scheduled meeting date.**
7. Planning Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month at 7:00 pm at the Clarkson Town Hall, 3710 Lake Road, Clarkson, New York.

PROPERTY OWNER(S) \_\_\_\_\_

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

PROPERTY ADDRESS \_\_\_\_\_  
Town of Clarkson, Monroe County, New York

TAX MAP PARCEL #(s) \_\_\_\_\_

PARCEL ACREAGE AND DIMENSIONS \_\_\_\_\_

CURRENT ZONING \_\_\_\_\_

PRESENT USE OF PROPERTY \_\_\_\_\_

OWNERSHIP INTENTIONS (i.e., purchase, options, lease) \_\_\_\_\_

DESCRIBE ANY EASEMENTS OR RESTRICTIONS ON THE PROPERTY  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE YOUR PROPOSAL IN DETAIL (Use additional pages if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**CERTIFICATION OF STATEMENTS**

**The applicant(s) hereby states 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, and affirm(s) that the above information is accurate and complete, to the best of (his/her) knowledge and information.**

\_\_\_\_\_  
Developer's Signature

\_\_\_\_\_  
Developer's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**(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

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**ATTENTION**

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

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

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Property Owner’s Signature

Date

**NOTE TO APPLICANT: Please read and check the appropriate box below**

**GENERAL MUNICIPAL LAW NY Code – Section 809: Disclosure in Certain Applications**

1) Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality or of a municipality of which such municipality or a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.

2) For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

- (a) Is the applicant, or
- (b) Is an officer, director, partner or employee of the applicant, or
- (c) Legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
- (d) Is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition, or request.

3) In the county of Nassau the provisions of subdivisions one and two of this section shall also apply to a party officer. “Party Officer” shall mean any person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision four of section two of the election law.

4) Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.

5) A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

**Yes, this code applies to me and I understand the code.**

**No, this code does not apply to me.**

**Sign Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_