

TOWN OF LOCKPORT
PLANNING BOARD APPLICATION

\$150.00
FEE

MEETING HELD 3RD WEDNESDAY OF EACH MONTH
(Subject to change)

DESCRIPTION OF PROPOSED REQUEST:

Name of Property Owner: _____ Phone #: _____

Name of Applicant: _____ Phone #: _____

Address or Location of Proposal: _____

Size of Parcel or Structure: _____ Existing Zoning: _____

Proposed Request: _____

TIMELINES, DATES & DEADLINES:

- Submittal deadline 3rd Friday of each month.
- Pre-submittal meetings between 24th and 1st of next month.
- Review memos go to Town Planner/Engineer and Planning Board 1st Friday of each month.
- Applicant prepares to attend work session.
- Planning Board work session, 2nd Wednesday of each month.
- Planning Board meeting, 3rd Wednesday of each month.
- Follow-up with applicant with list of items to get final sign-off.

REQUIRED ENCLOSURES:

In order to provide the Town Planning Board with adequate information on which to base its decision, this application **WILL NOT BE HEARD** unless the following information is submitted **by the 1st** of the month for which you are applying.

NOTE

SUBMITTED PLANS MUST BE SEPARATED AND FOLDED NO LARGER THAN
LEGAL SIZE OF 8 ½ x 14

REQ N/A

- ___ ___ 1. **Two (2)** full size copies.
- ___ ___ 2. **Fifteen (15)** copies of adequate written description of proposal.

- ___ ___ 3. **Fifteen (15)** copies of complete **ENGINEERED/ARCHITECTURAL** site proposal to include the following:
 - ___ ___ Copy of plot plan.
 - ___ ___ Copy of physical layout of the property including any existing or proposed structures.
 - ___ ___ Copy of traffic access patterns, parking arrangements and traffic study.
 - ___ ___ Copy of topographical and drainage plans.
 - ___ ___ Copy of landscape plan.
 - ___ ___ Copy of signage plan.

___ 4. **State Environmental Quality Review Act Project** – constitutes a:
() Type I, () Type II, () Unlisted action as per the provisions. A
determination of environmental significance has been made () Yes,
() No. A copy of this determination is attached () Yes () No.

Property Owner's Signature: _____

Applicant's Signature: _____

PLEASE NOTE – You or a representative are **required** to be present at the
meeting to present your project to the Board.