



APPLICATION TO THE PLANNING BOARD

14 sets of the application packet, including all items below, must be submitted

1. Completed **Application Review Form**, including this cover sheet and **Certificate of Resolution**. If the owner and/or applicant is a legal entity such as a corporation, limited liability company, partnership, etc., this form must be filled out and submitted with the application advising of the names and official titles of the individuals authorized to act on behalf of the legal entity. The Certificate must also state the name and position of the person executing the Certificate.
2. **Environmental Assessment Form**.
3. **Drawings** in accordance with Village Subdivision/Site Plan Rules and Regulations.
4. A detailed **Narrative** explaining the project.
5. Any items that will help the Board judge your case. These may include; statements of neighboring property owners, building plans, map of area, Certificates of Occupancy/Use, etc.
6. **Application Fee**, per attached Schedule of Fees.

Once a Public Hearing has been scheduled, the Village will provide the following:

1. A copy of the "Public Hearing Notice" along with an "Affidavit of Notification." The Public Hearing Notice must be sent via Certified Mail, by the applicant, not less than 10 days prior to the public hearing date, to all property owners within 500', as listed on the "Notice of Property Owners Affidavit."
2. Four completed "Notice of Public Hearing" posters along with an "Affidavit of Posting." The applicant must post all four posters, not less than 10 days prior to the Public Hearing date. Posters must be returned to Village Hall at the close of the Public Hearing.

Both Affidavits must be completed, notarized and returned to the Village Hall; along with certification receipts, no less than 7 days prior to the Public Hearing. Failure to supply this information in the time frame indicated may prevent the Planning Board from hearing your application and could cause you to have to repeat the notification process.

Chairman, Planning Board

I have read the above information: _____ Date _____