

APPLICATION TO THE PLANNING BOARD

PLEASE READ

Under present procedures your application and plan may be subjected to a two or three phase review before final approval is granted. You may not begin work on your project prior to that approval. The number of review phases depends on the magnitude and complexity of the project.

1. A subdivision, of four or more lots — at least three phases — Sketch Plan, Preliminary Plan and Final Approval.
2. Any subdivision with a complex situation which might involve a variance — at least three phases, one of which would entail granting of the variance by the Zoning Board of Appeals.
3. Any subdivision of less than four lots may require testing to confirm adequate drainage before approval is granted. Any subdivision four lots or more will require CCHD approval.

The Planning Board is the approving authority for all Subdivisions, Planned Unit Developments, and Cluster Developments. Each step in the progression of your project will be detailed for you. The Zoning Enforcement Officer has guidelines available to assist you through the various steps.

Your application must be received by the 15th of the month preceding a Planning Board meeting. The Planning Board meets the second Wednesday of the month. You will receive written notice of the date your application will be placed on the agenda, and a copy of the agenda. Your presence at this meeting is required to properly consider your application. Be prepared to clarify your intentions, and answer any pertinent questions that might arise from board members.

Please be reminded that the Town Law requires that final maps/plats, and/or new deed description, must be recorded in the Clinton County Clerk's Office no later than ninety 90 days after the approval from the Town of Peru Planning Board. *After the final map/plat/deed description is recorded in the County Clerk's Office a copy of the map that indicates instrument number must be submitted to the Code Enforcement Office for filing with the Town Clerk.* The failure to record final maps/plats/deed description within that time frame will cause said approval to expire.

Codes Office Hours
Monday - Friday 9:00 a.m. to 3:00 p.m.
Every 2nd and 3rd Wednesday of the Month - 12pm to 6pm

Visit our website at www.perutown.com

FEE PD _____

DATE _____

AMOUNT \$ _____

APPLICATION # _____

[] CASH [] CHECK # _____

APPLICATION TO THE PLANNING BOARD

APPLICATION FOR:

- [] Merge - Number of Lots _____
- [] Site Plan Review
- [] Planned Unit Development
- [] Cluster Development
- [] Minor Subdivision - Number of Lots _____
- [] Major Subdivision - Number of Lots _____
- [] Site/Sketch Plan Review Fee of \$ _____ Paid on _____
- [] Preliminary Plan Review Fee of \$ _____ Paid on _____
- [] Final Plan Review Fee of \$ _____ Paid on _____

APPLICANT INFORMATION

APPLICANT _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____ PHONE # _____

CURRENT PROPERTY OWNER _____

(IF DIFFERENT FROM APPLICANT)

MAILING ADDRESS _____

CITY/STATE/ZIP _____ PHONE # _____

REPRESENTATIVE FOR BOARD MEETING APPLICANT OTHER _____

PROJECT LOCATION:

PARCEL ID# _____ ZONE _____ OVERLAY _____

ADDRESS _____

DESCRIPTION OF PROJECT _____

ZONING OFFICER INFORMATION:

All aspects in compliance with the Zoning Ordinance? Yes No.

If no, Explain _____

Zoning Officer Approval Denial - Date_____.

If denied, is applicant appealing (variance)? Yes No.

If appealing variance, variance from the Zoning Board of Appeals must be obtained before Planning Board can approve project.

SUPPORTING DOCUMENTATION

If variance involved -- ZBA Approved Denied. Date_____

Copy of deed. If rental or lease Copy of agreement showing contractual rights.

Copy of tax map.

Copy of survey map or plot plan.

Is sale of property contingent on approval of this application? yes No

Site Plan -- DEC Approval Date_____ SEQR Approval Date_____

Clinton County Health Department - Approval Denial Date_____

Drainage Test information required? Yes No

APA Approval Date _____

PLANNING BOARD

Review Date_____ Approved_____ Denied_____

Approval Stipulations_____

Reason for Denial_____

CHAIRPERSON

APPROVAL DATES:

Sketch Plan_____

Preliminary Plan_____

Final Plan_____

ARTICLE VII - ADMINISTRATION

SECTION 701 ENFORCEMENT:

This ordinance shall be enforced by the Zoning Enforcement Officer, who shall be appointed by the Town supervisor with the approval of the Town Board. In case of a vacancy of the office of Zoning Enforcement Officer, the Town Supervisor shall be acting Zoning Enforcement Officer. No building permit or certificate of occupancy shall be issued except where all the provisions of this ordinance have been complied with.

SECTION 705 VIOLATIONS:

A violation of this ordinance is an offense punishable by a minimum fine of \$50.00 and a maximum fine of \$350.00, or by imprisonment for a period not exceeding six (6) months, or by both fine and imprisonment. Each week's continued violation shall constitute a separate additional violation. Whenever a violation of this ordinance occurs, any person may file a complaint in regard hereto. All such complaints must be in writing and shall be filed with the Zoning Enforcement Officer, who shall properly record such complaint and immediately investigate and report thereon to the Town Board.

In addition to other remedies, the Town may institute any appropriate action or proceeding to prevent any unlawful erection, alteration, conversion, maintenance or use, to correct or abate such violation, to prevent the occupancy of a building, a structure, or land or to prevent any illegal act, conduct, business or use.

ARTICLE 7: ADDITIONAL FEES

Section 704 Additional Fees

Any professional fee, i.e. engineer, attorney, etc. that is noted on the *FEE SCHEDULE* set forth by the Town Board will be transferred to the applicant.

STATE OF NEW YORK)
County of Clinton) ^{SS}

Deponent being duly sworn says that he/she is the owner of the property upon which this request is based, or an authorized agent for the property owner for which the foregoing request is being submitted.* I further state that all information contained herein is true and correct to the best of my knowledge.

* A letter appointing the agent to act in his/her behalf must be signed by the land owner and accompany this application.

Assistance rendered by the Zoning Enforcement Officer or other town official in completing this request **does not** insure approval by either the Planning Board or Zoning Board of Appeals.

In a written instrument, any person who knowingly makes a false statement which such person does not believe to be true, has committed a crime under the laws of NY, punishable as a Class A Misdemeanor.(PL 210.45)

Affirmed under Penalty of Perjury
This ___ day of ___,

Signature of Applicant