

**TOWN OF LOCKPORT**  
**PLANNING BOARD APPLICATION**

**\$150.00**  
**FEE**

**MEETING HELD 3<sup>RD</sup> TUESDAY 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 3<sup>rd</sup> Friday of each month.
- Pre-submittal meetings between 24<sup>th</sup> and 1<sup>st</sup> of next month.
- Review memos go to Town Planner/Engineer and Planning Board 1<sup>st</sup> Friday of each month.
- Applicant prepares to attend work session.
- Planning Board work session, 2<sup>nd</sup> Tuesday of each month.
- Planning Board meeting, 3<sup>rd</sup> Tuesday 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 1<sup>st</sup>** of the month for which you are applying.

**NOTE**

**SUBMITTED PLANS MUST BE SEPARATED AND FOLDED NO LARGER THAN**  
**LEGAL SIZE OF 8 1/2 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.