

TOWN OF LOCKPORT
PLANNING BOARD APPLICATION

\$150.00
FEE

MEETING HELD 3RD 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 3rd Friday of each month**
- Applicant prepares to attend work session
- **Planning Board work session, 1st Tuesday of each month at 4PM at Town Hall Building**
- **Planning Board meeting, 3rd Tuesday of each month at 7PM at Town Hall Building**
- Follow-up with Building Department 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 3rd Friday** of the previous 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

REQ N/A

- ___ ___ 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:

The applicant or a representative is required to be at
the meeting to present the project
to the Planning Board!