

**Village of Pawling  
Planning Board  
Application Instructions and Procedures**

**1) Meetings:**

- a) The Village of Pawling Planning Board meets in regular session on the second Tuesday of each month starting at 7:00 PM.
- b) When required, the Planning Board meets in a workshop session on the second Tuesday of each month starting at 7:00 PM. The workshop meeting is an open meeting. The public may attend but may not speak except by permission of the Planning Board.
- c) Special meetings may be called by the Planning Board Chair and shall be noticed pursuant to the Open Meetings Law.
- d) If the date of any meeting is cancelled due to inclement weather, lack of quorum, or other conflict, the meeting will be scheduled for another night and the new meeting day and time will be posted and made public pursuant to the Open Meetings Law.

**2) Application Deadline:**

- a) All submittals are due no later than **12:00 PM (noon)** fourteen (14) days prior to the date of the regular Planning Board meeting. There shall be no exceptions.

**3) Application Submittals:**

- a) All applications shall include the following:
  - i) All applications and re-submissions shall include a digital copy of all applications, forms, documents, and maps. Electronic files may be submitted via email to the Village Planning Board Secretary on a CD or flash drive. The digital copy shall be in a pdf or other suitable write-protected image format capable of being opened and viewed using any standard Windows based software.

- ii) Number of maps and plans:
  - (1) For Planning Board review of Subdivision and Site Plan applications:
    - (a) Original and seven (7) copies of the completed application forms, affidavits and Environmental Assessment Forms.
    - (b) Seven (7) full size and seven (7) reduced size (11" x 17") copies of the development plans prepared in accordance with the requirements of the Village Code.
    - (c) Seven (7) full size and seven (7) reduced size (11" x 17") **folded** copies of building floor plans and elevations.
    - (d) Five (5) copies of any supplemental reports (i.e. traffic study, SWPPP, natural resource assessment, biological studies, wetland studies, engineering reports, etc.).
  - iii) Survey information shall be recent or recently re-certified by a New York State Licensed Surveyor so as to accurately depict topographic and site conditions as of the date the application is submitted.
  - iv) Environmental Assessment Form. Each application shall, at a minimum, be accompanied by a completed Short Form EAF. The Planning Department reserves the right to require the applicant to provide a Long Form EAF. All Type I Actions shall require a completed Long Form EAF. Forms are available online at <http://www.dec.ny.gov/permits/6191.html>.
  - v) Agricultural data statement, if applicable.
  - vi) Recent aerial photo at a scale of 1:200 or less with the development parcel delineated.

#### **4) (Intentionally Blank)**

#### **5) Application Procedures**

- a) All applications and submittals are formally received as of the date of the next regular meeting of the Planning Board.
- b) In order to be placed on a Planning Board agenda all application fees and review fees shall be paid at the time the application is submitted to the Planning Office.
- c) All maps must comply with the Village requirements for preliminary plats and site plans. In addition, all submissions must contain enough engineering data to enable a proper engineering and planning review in accordance with the Zoning Law. If maps either fail to comply with the code requirements or are insufficient to support a proper engineering and planning review, the result may be the removal of the application from the Planning Board agenda, or the denial of approval. The adequacy of all submissions will be determined by the Planning Office.
- d) If a public hearing is required the hearing will be set only after the Board is satisfied that the applicant has addressed all comments and questions to the satisfaction of the Board.
- e) Applicants are responsible to place the notice of the public hearing in the designated newspaper and to pay the cost of publication. Such publication must occur no less than ten days prior to the date of the public hearing (not including the date of the public hearing), and to submit the Affidavit of Publication to the Planning Office prior to the public hearing. The public hearing notice will be prepared by the Village Planning Office and provided to the Applicant. The Applicant shall mail notice of the public hearing to surrounding landowners.