

# VILLAGE OF TIVOLI PLANNING BOARD PROCEDURES

## REGULAR MEETINGS

1. The Village of Tivoli Planning Board's Regular Meetings are held the third Monday of the month beginning at 7:00 PM in the Village Hall at 86 Broadway in Tivoli.
2. Prior to being put on the agenda for the Regular meeting, an applicant must first meet with the Zoning Enforcement Officer with their plans to determine exactly what is required and if they need to go before the Planning Board.
3. If the Zoning Enforcement Officer determines that an applicant must appear before the Planning Board, the applicant must submit 10 copies of a complete application with maps, if applicable, to the Planning Board Clerk no later than three weeks prior to the regular Planning Board Meeting. An applicant must also attend a Planning Board Workshop, which will be held one week prior to the Regular Planning Board Meeting.
4. All fees must be paid in full prior to the Regular Planning Board Meeting.
5. Incomplete applications or submissions, and applications or submissions delivered later than three weeks before the regular meeting, will be put on the meeting agenda for the Regular Meeting of the following month.
6. In the event that the Planning Board schedules a Special meeting, the Planning Board will identify the submission deadlines for that Special meeting as part of its approval of the Special Meeting.
7. The Planning Board Office will determine whether an application or submission is complete, whether it was delivered timely, and whether it will be placed on the agenda for a Workshop, Regular Meeting, or Special Meeting.
8. Applicants may contact the Planning Board Office at 845-757-2021 to determine whether they are on the agenda for a meeting.
9. Applicants **may not** contact the Planning Board Chair or members of the Planning Board regarding agenda items.
10. If the Chair or the Planning Board Clerk requests that a Planning Board consultant attend a Meeting, that attendance will be mandatory.
11. At the Meeting, any Planning Board consultant requested to attend will be prepared to discuss and analyze the application in sufficient detail to aid the Planning Board in its review of the application, including the identification of relevant issues raised by the application, and the identification of any deficiencies or any material information missing from the application.

