

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.
2. To be on the Planning Board Regular Meeting agenda for the first time, an applicant must submit 15 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.
3. To be on the Planning Board Regular Meeting agenda after its initial appearance before the Planning Board, an applicant must submit 15 copies of a complete submission, with maps if applicable, to the Planning Board Clerk no later than three weeks prior to the regular Planning Board Meeting. Submission and Regular Meeting schedules are as follows:

2008 Regular Meeting Date

January 21
February 18
March 17
April 21
May 19
June 16
July 21
August 18
September 15
October 20
November 17
December 15

Submission Deadline

December 31
January 28
February 25
March 31
April 28
May 26
June 30
July 28
August 25
September 29
October 27
November 24

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4. The applicant will deliver submissions directly to the Planning Board's consultants. A copy of the transmittal letter must be delivered to the Planning Board office at 1 Tivoli Commons, Tivoli, NY 12583, or emailed to villagehall@tivoliny.org by the submission deadline. If this communication is not received by the Planning Board Office by the submission deadline, the application will be deemed incomplete, and discussion of the application will be placed on the agenda for the Regular Meeting of the following month. The applicant will reduce the number of submission copies that it delivers to the Planning Board Office by the number of copies that it delivers directly to the Planning Board's consultants.
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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 timely delivered, and whether it will be placed on the agenda for a Workshop, Regular Meeting, or Special Meeting (collectively, "Meeting").
8. Applicants may contact the Planning Board Office to determine whether they are on the agenda for a Meeting.
9. Applicants *may not* contact the Planning Board Chairman or members of the Planning Board regarding agenda items.
10. Planning Board agendas will be sent to the Gazette Advertiser and the Poughkeepsie Journal, and will be posted on the Village Hall Bulletin Board.
11. If the Chairman or the Planning Board Clerk requests that a Planning Board consultant attend a Meeting, that attendance will be mandatory.
12. 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.