

# City of Port Jervis, New York



Building Department

Building Department Offices  
PO Box 1002  
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Port Jervis NY 12771  
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## Planning Board Application Procedure

RETAIN THIS INFORMATION FOR YOUR GUIDANCE AND FILE.

Important steps to know and follow:

Planning Board generally meets the third Tuesday of each month at 7:00 P.M., in the City Hall Common Council Chambers, unless otherwise notified.

You can expect a minimum of one complete month, encompassing two meetings to obtain a decision:

- A. Pre-submission meeting, approximately 7:00 P.M. (First meeting)
- B. Public hearing meeting, approximately 7:00 P.M. (Second meeting)
- C. Some applications may require several review meetings prior to the public hearing.
- D. Decision may be rendered the night of the public hearing, however, the board may waive action on application up to forty-five days after the date of public hearing. This time may be extended by mutual consent of the applicant and the Planning Board.

## PRE-SUBMISSION MEETING

1. Fourteen days prior to the pre-submission, the following must be submitted to the Building Department:
  - a. A complete application in duplicate (2).
  - b. Application fee must be paid at this time (minimum fee of \$275.00 or as per schedule with regard to cost of project).
  - c. Letter briefly explaining the project submitted in duplicate (2).
  - d. Short form EAF (Environmental Assessment Form), in duplicate (2).
  - e. Proof applicant(s) own property involved, or written permission from owner, in duplicate (2).
  - f. Twelve copies of a site plan, each plan folded.
2. You or a representative must appear at the pre-submission meeting to present your request.
3. Public hearing scheduled or second review meeting.
4. Revised site plans may be requested. Must submit fourteen (14) days prior to scheduled public hearing. If revised plans are not submitted on time, the public hearing will not be held.

### **PRIOR TO THE PUBLIC HEARING:**

1. Forwarding of a copy of the public hearing notice to all adjacent property owners within 300 feet of all property boundaries. Notice shall be sent Certified Mail, Return Receipt Requested, and shall be mailed out at least ten (10) calendar days prior to the public hearing. The applicant must obtain the list of adjacent property owners and a copy of the public hearing notice from the City Assessor's office.
2. The PBA Attorney will provide the Applicant with a copy of the completed Public Hearing Notice, to be included in the mailing.
3. The Planning Board will place a public notice in the legal section of the official newspaper of the City of Port Jervis as notification to the general public.

If the City has to re-advertise the Public Hearing Notice due to fault of the applicant, it will be the applicant's responsibility to pay for any additional advertising fees.

### **IMPORTANT:**

Per section 535-61.K -- "An approval of a site development plan by the Planning board shall expire unless a Building Permit is secured within six (6) months of the approval, and unless actual construction is begun within nine (9) months of the approval."

- 1) Upon board approval, all permits must be obtained conforming with all New York State and local building codes, rules and regulations.
- 2) As per 1231.1, all conversion/change of use shall comply with Sub-chapter B of the New York State Fire Prevention and Building Codes. This includes handicap accessibility.
- 3) Building permit(s) must be secured within six (6) months of board approval and construction must begin within nine (9) months of board approval or approval will be rescinded without application for proper extension.
- 4) A certificate of occupancy/compliance must be obtained from the building department prior to occupancy and/or use.

**This list is information only. It is not intended to be all inclusive, but merely a helpful guidance to possible expenses and requirements if project is approved.**

**CITY OF PORT JERVIS**  
**APPLICATION FOR PLANNING BOARD**

Date of Application: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Nature of Project (check one)

Conditional Use Permit \_\_\_\_\_ Subdivision \_\_\_\_\_ Site Development Plan \_\_\_\_\_  
Other \_\_\_\_\_

Applicant's Name/Address/Telephone:

\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Owner's Name/Address/Telephone (if different from Applicant)

\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Supporting information to be submitted with this application:

1. Letter of explanation (two copies) \_\_\_\_\_
2. Short-Form EAF (two copies) \_\_\_\_\_
3. Proof of ownership or written permission (two copies) \_\_\_\_\_
4. Site Plan (twelve copies) \_\_\_\_\_
5. Estimated cost of project \_\_\_\_\_
6. Receipt of fees paid ( fee must be paid at time application is filled) \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**FEE PAID \$** \_\_\_\_\_ **DATE PAID** \_\_\_\_\_ **RECEIPT#** \_\_\_\_\_

**APPLICATION #** \_\_\_\_\_