



CITY OF PORT JERVIS
Planning Board
20 Hammond Street
Port Jervis, New York 12771

Applicant's Procedures to the Planning Board
Retain this information for your guidance and file

Important steps to know and follow:

Planning Board generally meets the 3rd Tuesday of each month at 7:00pm, in the Port Jervis City Hall 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 7:00pm (1st meeting)
- B. Public hearing meeting, approximately 7:00pm (2nd 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 an application up to forty-five days after the date of the public hearing. This time may be extended by mutual consent of the applicant and the Planning Board.

Pre-Submission Meeting:

1. Fourteen days (14) prior to the pre-submission, the following must be submitted to the Building Department.
 - a. A completed application **in duplicate (2)**.
 - b. Application fee must be paid at this time (minimum fee of \$150.00 or as per fee 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 site plans are not submitted on time, the public hearing will not be held.

Applicant's Procedures to the Planning Board

Retain this information for your guidance and file...continue

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 of Port Jervis Assessor's office. **A fee is required for this service.**
2. The Planning Board Attorney (PBA) 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 of Port Jervis 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 525-61.K – "An approval of 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 has begun within nine (9) months of the approval."



CITY OF PORT JERVIS
Planning Board
20 Hammond Street
Port Jervis, New York 12771

Application for Planning Board

Date of Application: _____

Address of Project: _____

Section: _____ Block: _____ Lot: _____ Zone: _____

Existing Use: _____

Proposed Use: _____

Nature of the Project (check one):

Conditional Use Permit: _____

Subdivision: _____

Site Development Plan: _____

Other: _____

Applicant's Name / Address / Telephone:

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

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 filed): _____

FOR OFFICE USE ONLY

FEE PAID: \$ _____ Date Paid: _____ Receipt#: _____

Application #: _____