



# VILLAGE OF MILLERTON

## Planning Board

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### Planning Board Policies and Procedures (Meetings)

1. The Village of Millerton Planning Board's Regular Meetings are held on the second Wednesday of the month.
2. To be on the Planning Board agenda for the first time, an applicant must submit 15 copies of a complete application with maps, if applicable, to the Planning Board Secretary no later than three weeks prior to the regular Planning Board Meeting.
3. Submission and Regular Meeting Schedules are as follows:

#### Meeting

January 12, 2011

February 9, 2011

March 9, 2011

April 13, 2011

May 11, 2011

June 8, 2011

July 13, 2011

August 10, 2011

September 14, 2011

October 12, 2011

November 9, 2011

December 14, 2011

#### Submission due date

December 22, 2011

January 19, 2011

February 16, 2011

March 23, 2011

April 20, 2011

May 18, 2011

June 22, 2011

July 20, 2011

August 24, 2011

September 21, 2011

October 19, 2011

November 23, 2011

4. The applicant shall deliver submissions to the Planning Board Secretary
5. Incomplete applications or submissions, and/or application 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 shall 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.

Approved: \_\_\_\_\_, 2011 Patricia J. Millius

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 agenda's will be posted at [WWW.VillageofMillerton.COM](http://WWW.VillageofMillerton.COM) and at the Village Hall 24 hours prior to the meeting.
11. If the Chairman or the Applicant request that a Planning Board consultant attend a Meeting, that attendance shall mandatory.
12. At the Meeting, any Planning Board consultant requested to attend shall 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 implicated by the application, and identification of any deficiencies or any material information missing from the application.

**By order of the**  
Planning Board  
Garrett Richardson  
PBZ Secretary