



**PLANNING BOARD**  
*William J. Amacher, Chairman*  
4160 UPPER MOUNTAIN ROAD • SANBORN NY 14132-9416  
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**FEE: \$250.00**

## **SPECIAL EVENTS - SITE PLAN APPLICATION PROCEDURE**

1. Fill out application and the SEQR (Short Environmental Assessment Form - Part 1-Project Information).
2. Review checklist requirements on page two of the application.
3. Submit application and all necessary maps, drawings, plats, surveys, easements, affidavits, licenses, contracts, and other information which characterize the application and property.

**To obtain action, submit application and applicable fee to the Building Department Officer by the 2ND TO LAST BUSINESS DAY OF THE MONTH TO BE ACTED UPON AT THE NEXT MONTH'S PLANNING BOARD MEETING**

4. Applicant and/or Owner must attend each Public Planning Board Meeting and Site Inspection to obtain any action toward approval of the plan.
5. Applicant and Owner must agree to Planning Board conditions or no approval will be granted.
6. Questions should be directed to the Planning Board Chairman via the Zoning Officer located at the Town Hall.

***IT IS STRONGLY RECOMMENDED THAT INDIVIDUALS REVIEW APPLICATION AND PROCEDURES WITH ZONING OFFICER PRIOR TO COMPLETING AND / OR SUBMITTING THIS FORM.***