**Town of Austerlitz Outline of Planning Board Process**

1. File an Application with the Planning Board Clerk. Pay the fee for the application.

(Application forms and updated fees are available on the Town website: austerlitzny.com)

1. At the next regular Planning Board meeting (usually the first Thursday of each month at 7:00 p.m. upstairs in the Austerlitz Town Hall), the Board will conduct an initial review of the Application.
	1. Questions the Board Considers:
		1. What section(s) of the Town Code govern the proposed action?
		2. How is the proposed action classified under the State Environmental Quality Review Act (SEQRA)?
		3. If appropriate, what is the outcome of the SEQRA review?
		4. Is the application complete or is additional information/documentation required? (No public hearing or further processing of the application can occur until the Planning Board deems the application complete.)
		5. Is a public hearing required?

If a public hearing IS required, a date is set for the hearing usually at the next Planning Board meeting.

If a public hearing is not required, proceed to step 5.

1. Prior to a Public Hearing:
	1. The applicant sends notices to owners of abutting properties (as required in the zoning code).
	2. A notice of the hearing is published on the Town Website, posted on the bulletin board at the Town Hall and published in the newspaper designated by the Town.
2. At the Public Hearing:
	1. The applicant presents the proposed project.
	2. The Planning Board may ask questions and the Public has an opportunity to comment.
	3. If no further information or comment is warranted, the hearing will be closed by a motion of the Board (which generally ends the information gathering process).
3. After the Public Hearing:
	1. The Planning Board deliberates on the application and makes its decision within 62 days of the close of the public hearing, by resolution.
	2. The Board may approve, approve with conditions or modifications, or, deny the application.
4. An aggrieved party may seek review under Article 78 of the New York Civil Practice Law and Rules.

Please note: All application materials are available at the Town Hall for inspection during Clerk hours or by appointment. All forms, checklists and fee schedules are available on the town website or from the Clerk.