

**ALFRED VILLAGE PLANNING BOARD
VILLAGE HALL, 7 WEST UNIVERSITY ST.
ALFRED, NEW YORK 14802**

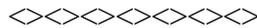
PERMIT APPLICATION/PRE-SUBMISSION CONFERENCE PROCEDURES

I -- RESPONSIBILITIES OF APPLICANTS

- Obtain an application from the information rack in the Village Clerk’s office lobby, or from the Code Enforcement Officer, or the village website. (www.alfredny.org).
- Present the completed application to CEO Chuck Cagle for signature on Wednesdays 9:00 am to 3:00 pm, or Saturdays 9:00 am to 1:00 pm at the office on the third floor of the Village Hall, phone 607.587.9139, or by scheduling an appointment with Chuck at 607.329.7842 .
- After obtaining the CEO signature, present the original and pay the necessary fee to the Village Clerk by the Friday prior to the meeting date; the Village Clerk will transmit them to the Board.

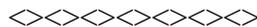
An application will be reviewed only after it has been signed by the CEO & fee has been paid to the Village Clerk

We welcome & encourage your attendance at the meeting.

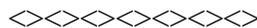


II -- RESPONSIBILITIES FOR A PRE-SUBMISSION CONFERENCE

- Prepare a written synopsis of a proposed project, complete with plans, pictures and/or other relevant information.
- Submit the original to the Village Clerk by the Friday prior to the meeting date; the Village Clerk will transmit them to the Board.
- Contact the Board Chair, Peter McClain, at mcclaipm@alfredstate.edu by the Monday prior to the meeting date to be part of the agenda.
- When the proposal will be submitted as an application for review, follow the steps stated above.



- A copy of the “Questions & Answers About Permits, Planning & Zoning” booklet is available from the information rack in the Village Clerk’s office lobby.



- Planning Board Meeting: 7:30 pm; first Thursday of each month; Village Hall

