

Village of Tivoli Planning Board Procedures

WORKSHOP MEETINGS



1. The Village of Tivoli Planning Board Workshops are scheduled for the second Monday of each month starting at 7:00 PM, unless otherwise noted below.
2. Workshops are reserved for discussion of applications in front of the Planning Board. There will be no formal action taken on any application at a Workshop meeting. Formal action is reserved for the Planning Board's regular meeting, which is conducted on the third Monday of the month.
3. No application will be discussed at a Workshop meeting unless the applicant has complied with the filing procedures and deadlines identified in the Procedures for Regular Meetings. However, pre-application (sketch) conferences may be discussed at the Workshop if the applicant submits a request for such a conference to the Planning Board's clerk at least one week prior to the Workshop.
4. If the Chairman requests that a Planning Board consultant attend a Workshop, that attendance will be mandatory.
5. If requested, the applicant will provide the Planning Board's consultants with a copy of each submission that it makes to the Planning Board. Each submission must be delivered to the Planning Board's consultants no later than two (2) weeks before the Workshop, unless otherwise noted below (schedule follows).

2008 Workshop Date

January 14
February 11
March 10
April 14
May 12
June 9
July 14
August 11
September 8
October 13
November 10
December 8

Submission Deadline

January 1
January 28
February 25
March 31
April 28
May 26
June 30
July 28
August 25
September 29
October 27
November 24

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6. At the Workshop, any Planning Board consultant requested to attend will 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 raised by the application, and the identification of any deficiencies or any material information missing from the application.
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