

TOWN OF FREMONT PLANNING BOARD

Application Form / Pre-Application Form

(Effective: January 2013)

GENERAL INSTRUCTIONS

1. The intent of the Application Form is to guide applicants in providing basic information required by the Planning Board to start a dialog with the applicant and the application process.
2. The Application Form should be used for both Applications as well as Pre-Applications. Pre-Applications are informational requests made to the Planning Board that the Board will discuss but will not vote on; neither party will be bound by the discussion until a formal Application is made and Application Fee submitted.
3. Application Forms and material should be submitted to the Planning Board Chairman. Please send to Jim Smith; Town of Fremont Planning Board; P.O. Box 69; Fremont, NY 12736 or hand deliver to Town Hall. Email (planningboard@fremontny.org) or FAX (845-350-4035) is preferred. You will receive a confirmation upon receipt of the application by the Chairman.
4. Please attach (pdf format preferred for all documents):
 - Completed Application Form
 - Preliminary Sketch Plan or Preliminary Plat (*as applicable*)
 - Completed State Environmental Quality Review Act (SEQRA) Long or Short Form (*as applicable*)
 - A copy of the duly filed DEED(s) indicating the current ownership of the subject property. If the owner is a corporation or other non-individual, attach a list of all directors, officers and major shareholders
 - Additional information may be required prior to an application being considered complete and prior to Planning Board review
5. Please DO NOT include Application Fees with Application Form. The Planning Board will contact you regarding required Application Fees to be paid at time of consideration at the Planning board meeting.
6. Completed Applications will typically be considered at the next Planning Board meeting. Applicants will be contacted regarding meeting scheduling.