



# CITY OF JOHNSTOWN

## PLANNING BOARD APPLICATION REQUIREMENTS

Notice is hereby given that the City of Johnstown Planning Board holds its regular meetings on the first Tuesday of each month at 4:00 P.M.:

City Hall  
33-41 East Main Street, 2<sup>nd</sup> floor  
Johnstown, New York 12095

In order to give the Board adequate time to review applications. All persons seeking Planning Board review and/or approval must submit a complete application to the City of Johnstown Code Enforcement Office no later than 1:00 P.M., seven (7) business days prior to the scheduled meeting date.

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### **Filing Requirements**

1. A complete application shall include:
  - a) One (1) original and nine (9) copies of:
    - Completed Building Permit Application and
    - Typed written narrative fully describing the proposed project and scope of activity
  - b) One (1) original and three (3) copies of, when required:
    - Site Plan and
    - Elevation Plans
  - c) Engineer-stamped plans, where required by the Code Enforcement Officer. (see #5 Planning Board Applicant Guidance Sheet)
  - d) Environmental Assessment Form (EAF), where required pursuant to the State Environmental Quality Review Act (SEQRA).
  - e) Applications may be subject to review under General Municipal Law §239-m by the Fulton County Planning Department, where required by statute. (see #4 Planning Board Applicant Guidance Sheet)
2. Incomplete submissions will not be accepted and will not be placed on the Planning Board agenda.
3. The Code Enforcement Office does not provide copying services. Applicants are responsible for submitting all required copies at the time of filing.
4. Building Permit fees shall be collected only after Planning Board approval has been granted.
5. All checks shall be made payable to the City of Johnstown