

**Application to Serve on
Town of Groton Planning Board**

Name: _____ Date: _____

Address: _____

Home Phone: _____ Alternate Phone: _____

Email: _____

Length of residence in Town of Groton: _____

Education:

Relevant experience, community affiliations and/or why you would like this job:

Signature of Applicant

Additional information or a résumé may be attached.

Return application to: supervisor@grotontown.com or mail to Groton Town Clerk, PO Box 36, 101 Conger Blvd., Groton, NY 13073

A Synopsis of Planning Board Responsibilities

A Planning Board Member:

- ✓ Must have an interest in the future of the Town of Groton.
- ✓ Must attend monthly meetings and be willing to attend additional meetings if needed. Generally, meetings fall on the 3rd Thursday of each month unless otherwise planned to Open Meetings Law. Some applications may take up to 3 meetings to complete.
- ✓ Must become familiar with the Town of Groton Land Use & Development Code, the State Environmental Quality Review procedures, and other State regulations.
- ✓ Must have foresight, good judgment and willingness to work with a group.
- ✓ Needs to have a working knowledge of the community, including businesses, organizations, roads and environment.
- ✓ Must obtain 4 hours of training relating to NY State Planning Boards annually.

Generally, the Town of Groton Planning Board review's the following applications

Subdivisions Minor and Occasionally Major Review

The most common review and approval function assigned to the Planning Board is that of the review and approval of subdivision plats. Subdivision plats are plans which show the division of a single parcel of land into a number of individual lots, usually for the purpose of selling those lots to individual purchasers or for owner development.

Site Plan Review & Approval

The Planning Board also reviews and approves Site Plan Reviews for a variety of land uses allowed throughout the Town of Groton, which are generally of a business or commercial nature. When reviewing a Site Plan, the Planning Board will consider many elements of development such as parking, means of access, buffer zones, landscaping, location and size of buildings, signs, lighting, and adjacent land uses.

For further information on Planning Board Members please visit:

townofgrotonny.org – Planning Board Page

<https://dos.ny.gov/planning-and-zoning-introduction>