

# INSTRUCTIONS

## PLANNING BOARD APPLICATIONS

1. An application is deemed to be accepted by the Planning Board when a completed application, all required fees, all plans, specifications, and reports found necessary are in the possession of the Planning Board.
2. Placement on the agenda for the Planning Board is on a first come, first served basis.
3. Accepted applications must be in the Planning Board's possession at least 30 days before a scheduled meeting. This allows for a legal notice to be placed in the newspaper at least ten days prior to the scheduled public hearing.
4. A preliminary hearing with the Planning Board Chairman and/or other Board members will be held for all applicants prior to scheduling the public hearing.
4. Site plans indicating all improvements to be made are required for all applications, unless the Planning Board indicates otherwise. Refer to the attached specification for the data required on site plans.
5. **14 Copies** of the application, plans and reports are required with each application. The site plans are to be **fold and collated** with each application.
6. A notarized letter from the property owner granting permission to seek the approval requested, if the applicant is not the owner, is required for all applications.
7. Fees made payable to the City of Middletown for the Planning Board are as follows:
  - Industrial, commercial, mixed use...\$300.00, plus \$100 for every 1,000 sq. feet of building floor area over 2,000 sq. feet, plus \$500 escrow if required (to be replenished as required.
  - Single or Two Family residential....\$125.00
  - Multi-Family residential.....\$500.00, plus \$100 for every dwelling unit over 10 units, plus \$500 escrow if required (to be replenished as required)Additional fees may be required if the Planning Board determines that an engineer's review is necessary. Please make all checks **payable to the City of Middletown**.
8. Upon acceptance of the application a list of all property owners within 300 feet of the subject location will be provided. A public hearing notice (letter) is required to be sent to each owner at least 10 days in advance of the Public Hearing. The notice is to contain information on the action requested along with the date, time and place of the Public Hearing. Proof of mailing is required, and must be given to the Planning Board at the Public Hearing.
9. At the public hearing, a presentation of the facts is required by the applicant. You may present all information and data you desire. You may be represented by anyone of your choice. The public will also be provided an opportunity to speak. Members of the Board or City officials may ask you questions.
10. A decision will be rendered within 62 days after the closing of the Public Hearing.
11. If your application is granted you may have to contact the appropriate official(s) to obtain necessary permits. These include, but not limited to, building, plumbing, electrical, pool, multiple dwelling, fire and/or sign permits.