



TOWN OF CLARKSON - BUILDING DEPARTMENT
Permits / Inspections / Code Enforcement
Planning Board / Zoning Board of Appeals / Conservation Board

3710 Lake Road, P.O. Box 858 Tel. 585-637-1145

Clarkson, New York 14430 Fax 585-637-1147

PRE-DEVELOPMENT MEETING FORM

MEETING DATE: _____

DEADLINE DATE: _____

TIME: 5:30 – 6:00 PM

PLACE: Lower level @ Town Hall

SUBMISSION REQUIRED:

- Rendering of the project
- Digital copy via email to building@clarksonny.org
- \$400 prepaid
- Due no later than 4:00 p.m. on Thursday, 2 weeks prior to a scheduled meeting date.

APPLICANT INFORMATION:

Applicant Name

Telephone

Applicant Name

Telephone

Mailing Address

E-Mail Address

Engineer Name

Telephone

Company

E-Mail Address

PROJECT INFORMATION:

Street Address/Location

Tax ID #

Past or Present Use of Property

Proposed Use

HERE IS WHAT TO EXPECT:

- The Project Engineer will introduce the project to the Town.
- Understand zoning, code requirements and processes.
- Get feedback on the proposed development.
- Get a general idea of timelines and submittal requirements.

Name (print)

Signature

Date

ATTENTION: In no way shall any comments or feedback provided by the Town during a pre-application meeting be construed as an indication of decision or be legally binding in any way. Any fees incurred through professional services provided by the Town Engineer and/or Town Attorney shall be paid by applicant/ developer upon receipt.