

Town of Lloyd Planning Board

PB Chair: Louis S. DuBois
Office hours: M-F 8:30a-5:00p
Tel: (845) 691-7167 x21
Fax: (845) 691-2732
E-mail tlpz@townoflloyd.com
Admin Asst: Sandy Avampato

The purpose of Information Sheet is to guide you through the application process.

The Planning Board is a board of review to which the Town Board and the State of New York have delegated powers by law to review a project which involves land use and development, including but not limited to site plans and subdivisions. There are seven Planning Board members who are appointed by the Town Board for a term of 7 years each on rotating schedules, at no remuneration. They are residents of the Lloyd community. The Planning Board ordinarily meets twice per month: the third Thursday for a workshop to review the month's submissions and determine readiness for their regular meeting agenda; and the fourth Thursday of the month for their regular meeting with the applicants and/or their professional consultants.

When first visiting the Planning Board office you will receive an application packet, the contents of which are described below. You may have already visited the office of the town's code enforcement officer and building inspector and received relevant information on code and building regulations regarding your project. In that instance, the building inspector will have also forwarded a transmittal notification to the Planning Board office on his findings. This information will be included in the board's review process. The code officer and building inspector will be involved throughout the planning board's review by having material ferred to him/her for their opinions and recommendations. This facilitates your process through their department when you are ready for a building permit.

The Intake Process

NOTE: It is permissible to appear once before the board informally for a sketch plan review on a large, complex, or unusual project PRIOR to making a formal application. This is the exception rather than the rule and requires advance approval of the chairman. This would give you the opportunity to obtain direction from the board as you prepare your formal application material. This sketch plan review normally takes place at a workshop meeting.

The formal application packet contains the following:

1. Application form with a list of the necessary documents (e.g., application fee, photocopy of your deed, letter of intent form, letter of agent form if someone else will represent you, survey map or site plan or subdivision plat of the subject property depicting your proposed project and the existing features)
2. Site plan or subdivision checklist which must be completed and returned with the application packet for in-house review
3. Environmental Assessment Form (short or long version - depending on the size or complexity of your project), Coastal Assessment for those sites bordering the Hudson River within the town's Waterfront Bluff Overlay District (WBOD), an Agricultural Data Statement, and Stormwater Management Plan and Report)
4. Meeting schedule chart with submission deadline dates

You should be aware that the board might require you to supply additional information after reviewing your