

PROCESS FOR BUILDING PERMITS REQUIRING PLANNING BOARD REVIEW

The Village of Athens Planning Board meets once a month, on the third Tuesday of each month, starting at 6:30 p.m.

A **complete** permit application is the only way to ensure your project will be able to proceed without delays. All complete permit applications received no later than 5 calendar days prior to the meeting date will be placed on the Board's formal monthly agenda.

A completed application can be submitted electronically or in paper copy.

Applicants, or their contractors, must be available at the meeting to answer any questions. Alternative communication arrangements can be made, at the discretion of, and with the concurrence of, the Planning Board. Please note: availability to answer questions is not in place of a complete permit application.

Complete permit applications received less than 5 days prior to a Planning Board meeting may be considered by the Board, at its discretion.

A complete permit application includes **all** of the following:

- Village of Athens Building Permit application, with all relevant sections completed.
- A sufficiently detailed "Scope of Work" section of the permit application with relevant project details such as product type and style, trim, paint color.
- Samples of products necessary for the project including paint, roofing material, siding, etc.
- A scaled drawing of all exterior changes to the façade of the structure (i.e. porches, doors, windows, details). The drawing should also include where any new structure will be situated on the property including distances from property boundaries.
- Photos of the existing structure.

Questions: Contact Margaret Moree, Planning Board Chair, at 518-945-2041 if you have any questions.