

Board Submittal Deadlines

Listed below are the last days to submit documents that will be considered for review and placed on a Board agenda for the next calendar meeting. They must be stamped “received” by a staff person of the below designated department. Documents left in a drop box will be stamped received the next business day after the day they are left in the drop box.

- **Board of Trustees:** All documents must be received by the calendar marked deadline, usually 6 business days before the meeting date.
Most documents are submitted to the Village Clerk except construction plans which must be submitted to the Building Inspector.
- **Planning Board:** All new applications must be received by the calendar marked deadline, usually 15 business days before the meeting. Items that were adjourned from the previous meeting must be submitted 10 business days before the meeting date.
All documents must be submitted to the Building Inspector.
- **Zoning Board of Appeals:** All new applications must be received by the calendar marked deadline, usually 15 business days before the meeting. Items that were adjourned from the previous meeting must be submitted 6 business days before the meeting date.
All documents must be submitted to the Building Inspector.
- **Architectural & Historic Review Board:** All new applications must be received by the calendar marked deadline, usually 7 business days before the meeting. Items that were adjourned from the previous meeting must be submitted 5 business days before the meeting date.
All documents must be submitted to the Building Inspector.
- **Tree Commission:** All new applications must be received by the calendar marked deadline, usually 7 business days before the meeting. Items that were adjourned from the previous meeting must be submitted 5 business days before the meeting date.
All documents must be submitted to the Building Inspector.