

Boards 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 6 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.