

CITY OF NEWBURGH  
PLANNING BOARD

Lisa Daily, Chairperson  
Margaret Hall, Secretary

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123 Grand Street, Newburgh, New York 12550

(845)569-7401 (845)569-0096

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TO WHOM IT MAY CONCERN:

In the best interest of the applicant, it is necessary for the Planning Board Engineer to review and make recommendations to the Planning Board prior to the applicants appearance before said Board.

In order to be placed on the City of Newburgh Planning Board agenda, the procedure is as follows:

The applicant must make application to be placed on the agenda for Work Session.

Work Session Meetings are the first Wednesday of the month.

The application, checklist, SEQRA Environmental Assessment Form,, 5 sets of plans and fees must be submitted to the Secretary to the Board by the third Friday of the month, for the following months Work Session. Application packages not received by the close of business on the above mentioned day will not be placed on the agenda. NO EXCEPTIONS.

The meeting will be held at 123 Grand Street, Code Compliance Dept.

If after the meeting, the City Consulting Engineer states that you can be placed on the agenda for the Planning Board, 9 copies of revised plan and 8 copies of application are to be submitted to the secretary by the first Friday of the month to be placed on that months agenda.

The applicant should be aware that depending on the location, type and size of the project, additional reviews by State and County agencies as well as an extensive SEQRA Review may be required.

Also be advised, if the property is located in the W1 or W2 District, a Coastal Assessment Form must be submitted with your application.

Very truly yours,

Lisa Daily  
Chairman City of Newburgh Planning Board

Acting Planning Board Engineer  
Gregory Shaw

Margaret Hall  
Secretary to the Planning Board