

**TOWN OF ELMA
APPLICATION FOR SITE PLAN APPROVAL**

(Name of Project or Development)

THE OWNER AND/OR ENGINEER MUST COMPLETE THIS FORM AND SUBMIT (4) COPIES OF THE PROPOSED PLAN AND IN ADDITION TO THE PRINTED COPIES, ELECTRONIC SUBMISSION OF PLANS, THOUGH NOT REQUIRED WOULD BE APPRECIATED TO BUILDING INSPECTOR 2 WEEKS PRIOR TO SITE PLAN REVIEW. PLANNING BOARD MEETINGS ARE HELD THE 3RD TUESDAY OF EACH MONTH AT 7:00 PM AT THE ELMA TOWN HALL. ALL FEES TO BE PAID IN FULL AT TIME OF SUBMISSION. THE DEADLINE IS THE WEDNESDAY PRIOR TO THE SCHEDULED PLANNING BOARD MEETING BY 4:00 PM TO THE BUILDING DEPARTMENT (NO EXCEPTIONS WILL BE GIVEN).

Received ____ / ____ / ____

Fee: \$ _____

To: The Town Planning Board c/o Town Clerk

The undersigned owner(s) hereby requests approval by the Town Planning Board of the site plan, more specifically enumerated below:

Transmitted herewith are electronic submission or four (4) prints folded to a size not larger than 10" by 13", of a site plan for the proposed development and our check in the amount of \$ _____ payable to the Town of Elma for the site plan review fee.

Development Name: _____

Location: _____

Briefly describe development: _____

Signature and address of applicant:

(Signature)

(Name – Print)

(Address)

(Phone Number)

(City, State, Zip Code)

(Email Address)

NAME OF ENGINEERING/ARCHITECTURAL FIRM FOR PROJECT

(Print Name)

(Address)

(City, State, Zip Code)

(Phone Number)