

## **Village of Liberty**

### **Site Plan or Special Use Permit Application Packet**

Your packet should consist of the following:

- 1) The site plan/special use permit application
- 2) A short form EAF application
- 3) An owner's authorization form
- 4) Survey/site plan maps containing all required plan development elements 5-9 copies depending on the scope of the project

The Village of Liberty Planning Board meets the second Thursday of any given month, subject to change due to holidays, lack of a quorum or inclement weather. It's always wise to call to confirm any meeting.

Meetings are held in the Village Municipal Building, 167 North Main Street in the Court Room at 7:00 p.m.

All applications, site plans, surveys and supporting paperwork and fees must be submitted to me at least ten (10) days before any given meeting date. This allows time for the information to be distributed to Board members for review.

It's strongly recommended that you follow the guidelines set forth in our Subdivision Requirements and the Developmental Elements. Failure to do so will only delay the review process and even the simplest subdivision takes two months minimum to approve.

Fees are as follows:

Minor Subdivision (1-4 lots) &  
Lot Improvements  
\$75 application fee plus \$25 per lot \*

Major Subdivision (5 + lots)  
\$250 application fee plus \$25 per lot \*

Special Use/Site Plan Approval  
\$100 non-refundable fee

\* The applicant is also responsible for costs incurred by the review process, i.e. engineering & consulting fees, legal fees, certified mailings and public notices.

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