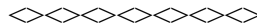


**ALFRED VILLAGE PLANNING BOARD
VILLAGE HALL, 7 WEST UNIVERSITY ST.
ALFRED, NEW YORK 14802**

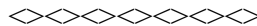
PERMIT APPLICATION PROCEDURES

RESPONSIBILITIES OF APPLICANTS

- Obtain an application from the information rack in the Village Clerk's office or from the Code Enforcement Officer, or the village website. (www.alfredny.org).
- Present the completed application to the Code Enforcement Officer Charles Cagle for signature on Wednesdays, 9:00am to 3:00pm or Sat. 9:00am to 1:00pm at the office on the third floor of the Village Hall; phone 607.587.9139 or by scheduling an appointment with Charles at (607) 329-7842.
- Pay the necessary fee to the Village Clerk.
- Prepare ten copies of each signed and paid application for the Board's review.
- Present the original and ten copies to the Village Clerk by the Friday prior to the meeting date; the Village Clerk will transmit them to the Board.



- A copy of the "Questions & Answers About Permits, Planning & Zoning" booklet is available from the information rack in the Village Clerk's office lobby.
- Prior to submitting an application for review, the applicant may choose to have a conference with the Board. To be part of the agenda, please call Anne Wenslow, Planning Board Chair, at 607.587.9194
- An application will be reviewed only after it has been signed by the CEO and fee has been paid to the Village Clerk.



- Planning Board Meeting: 7:30 pm; first Thursday of each month; Village Hall
- We welcome and encourage your attendance.