

Planning Board & Zoning Board of Appeals Basic Training

Hosted by Herkimer–Oneida Counties Comprehensive Planning Program

Thursday, April 5 & 12, 2018
5:00 pm to 7:00 p.m.

Oneida County Planning Department
Third Floor
Boehlert Center at Union Station
321 Main Street, Utica

On two evenings, HOCCPP staff will present basic training on the roles and duties of the Planning Board & Zoning Board of Appeals. Both sessions will also include a brief overview of referrals to the County Planning Agency and instruction on the use of the online application system Laserfiche for referrals.

April 5, 2018

Planning Board Basics

The course will address duties of local Planning Boards, including administrative and regulatory roles, comprehensive planning, site plan review, special use permits, subdivision review, role of the board in making recommendations to the Zoning Board of Appeals, board procedures, referral to the county planning agency, and making findings.

April 12, 2018

ZBA Basics

Overview of the powers and duties of Zoning Board of Appeals, statutory requirements relating to the issuance of use and area variances, handling of zoning interpretations, board procedures, referral to the county planning agency and making findings.

Registration Fee: \$10.00 per session. Refreshments will be provided.

Space is limited!! RSVP with payment quickly to reserve your seat.

For more information: kcampbell@ocgov.net, (315) 798-5710



This training provides an opportunity for local planning and zoning board members to receive training on a variety of land use topics and to receive 2 hours of training credits.

For more information on local government training, requirements or for other helpful tools visit the New York State Department of State's Web site at: www.dos.state.ny.us/lgss/training.htm

Planning Board & Zoning Board of Appeals Basic Training Registration Form

Please fill out registration form and return by **March 26, 2018.**

Name _____

Municipality _____

Phone _____

Email _____

Address _____

Check Session Attending

Planning Board Basics (April 5, 2018)

ZBA Basics (April 12, 2018)

Admission is \$10.00 per person, per session.

**Check made payable to:
Herkimer-Oneida Counties Comprehensive Planning Program**

Please drop off or send form and payment to:

Herkimer-Oneida Counties Comprehensive Planning Program
Boehlert Center @ Union Station
321 Main St. Utica, NY 13501
Phone: (315) 798-5710

Email: kcampbell@ocgov.net

