New Lebanon Planning Board –

 “Abandoned” Applications” Resolution

**Whereas** the New Lebanon Planning Board desires to make its administration of Applications appearing before it more efficient, and to assure that Applicants continue to make best efforts to implement their planned projects; and

**Whereas** the Planning Board is desirous of improving the ability of its staff to manage Applications in the most efficacious manner; and

**Now Therefore Be it Resolved** that the New Lebanon Planning Board adopt a policy for the treatment of applications that have been substantially abandoned by applicants as follows:

1. An “Application” is a submission to the Planning Board accompanied by the requisite fees and required documentation.
2. The Planning Board requires that Applicants move diligently to bring their Application(s) to final resolution and decision by the Board. Typical activity before the Planning Board may include meetings for review of the application or project by the Board, request for a Public Hearing, reports of interactions with government agencies, funding sources or other organizations relevant to the Application (such reports may be delivered via electronic communication, U.S. Postal Service mail, or appearance at a regularly scheduled meeting of the Board).
3. If an Application has not had any activity before the Board, and no report of progress or reasonable rationale for delay has been provided by the Applicant for a period of six (6) consecutive months, the Board may, upon vote, request the Planning Board Clerk to issue the following letter to be delivered via electronic communication and U.S. Postal Service mail to the Applicant at the address provided in the Application:

*The Planning Board has received no request for action, nor report of progress, with respect to Case No. PB-xxxx for a period of six (6) consecutive months. Accordingly, the Planning Clerk will report your Application as “Abandoned” at the next regularly scheduled meeting, and the Board may vote to remove it from the list of active Applications.*

*Your Application, once voted on by the Board, will be marked “Abandoned” and any fees paid will be forfeited.*

**And it is further resolved** that the Planning Board directs the instructions in the application materials be revised to include information relating to Abandonment of Applications which is consistent with this resolution.

**On a motion of Planning Board Member , seconded by Planning Board Member , this resolution was approved by a vote of \_\_\_\_\_\_\_\_\_\_\_.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Elizabeth Brutsch, Chairperson Date**