



INCORPORATED VILLAGE OF PORT JEFFERSON

Building & Planning Department

88 North Country Road, Port Jefferson, NY 11777

Ph (631) 473-4744

Fax (631) 473-2049

www.portjeff.com

PLANNING DEPARTMENT PRESUBMISSION CONFERENCE APPLICATION

STOP! Have you FOILED the file?

FOIL (Freedom of Information Law) is a free process by which you can access public records, such as the property file of interest. Fill out a FOIL form in order to view a property file and copy all relevant documents, before you schedule a Presubmission Conference.

What is a presubmission conference?

The presubmission conference is an opportunity to meet with staff to discuss preliminary studies, sketches, or business proposals. The intent is to identify as many potential problems as possible so that the applicant can make an informed decision about the feasibility of the proposal and necessary steps to complete their project. Staff may require a site visit prior to the meeting to gain a full understanding of the project.

How do I schedule a presubmission conference?

Submit a Presubmission Conference Application and two copies of all supporting documents to the Port Jefferson Planning Department located at 88 North Country Rd, Port Jefferson, NY 11777. Staff will contact you to schedule a meeting.

What supporting documents are necessary?

Sufficient information is necessary for staff review. All applicants should submit the following:

- ☐ Survey of project site
- ☐ All CO's, CEUs, and CC's for the site

Depending on the type of presubmission conference requested, the following supporting documents may be required:

- ☐ Last approved site plan
- ☐ Proposed site plan
- ☐ Proposed floor plan
- ☐ Business plan
- ☐ Any other supporting documents necessary to provide staff with a complete understanding of the proposal

Please note that the quality of the feedback is dependent on the quality of the information provided with the application. Incomplete or inaccurate information will likely result in incomplete feedback.



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PRESUBMISSION CONFERENCE APPLICATION

There is no fee for this application. A complete application shall consist of the following:

1. Two (2) copies of completed application form
2. Two (2) copies of all supporting documents

OFFICIAL USE ONLY

Application No: _____

Date: _____

Assignment: _____

Conference Date: _____

DATE: _____

APPLICANT INFORMATION

NAME: _____

COMPANY NAME (if applicable): _____

ADDRESS: _____

PHONE(S): _____ EMAIL: _____

PROJECT INFORMATION

PROJECT ADDRESS: _____

TAX MAP NUMBER: _____

PROJECT TYPE:

- ☐ New Business
- ☐ Expansion or Renovation of Existing Building/Business
- ☐ Site Plan
- ☐ Change of Use
- ☐ Other, describe: _____

BRIEF DESCRIPTION OF PROJECT:

I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. _____ Read and acknowledged