



**New York State Department of State  
Training for Local Officials  
Sponsored by the Washington County Department  
of Planning & Community Development  
Wednesday, July 23, 2008**

**WHO:** Members of Zoning Boards of Appeals and Planning Boards, Elected Officials, Code and Zoning Enforcement Officers and others are invited to attend this training session. Questions are encouraged.

**PRE-REGISTRATION:** To register, please return the attached form or call Christopher DeBolt at the county offices at (518)746-2291 by **July 21, 2008** so that we can be sure to have enough materials.

**WHERE:** The sessions will be held in the downstairs training rooms of Building B in the Washington County Municipal Center, 383 Broadway (Route 4), Fort Edward.

**DATE: July 23, 2008**

**TIME: 5 PM – 9 PM**

**WHAT:** Experts from the Local Government Division of the Department of State will provide information on the following subjects:

**Planning Board Overview**

This course will address the powers and duties of town, village and city planning boards and commissions. Both the administrative and regulatory roles of the planning board will be discussed, including comprehensive planning, site plan review, special use permits, subdivision review. The role of the board in making recommendations to the zoning board of appeals will be discussed. The importance of board procedures, referral to the county planning agency, and making findings will be discussed.

**Zoning Board of Appeals  
Overview**

This course will address the powers and duties of zoning board of appeals and its interrelationships with enforcement officials, the municipal planning board, and county planning agencies. Instructors will provide information on the statutory requirements relating to the issuance of use and area variances and the handling of zoning interpretations. Board procedures will also be discussed, as will the importance of making good findings.

**REGISTRATION**

**I will be attending the:**

- “PLANNING BOARD & ZONING BOARD OF APPEALS OVERVIEWS”**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

OFFICIAL POSITION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**Please Fax (518-746-2293), Call (746-2291) or Mail to: Christopher DeBolt  
Washington County Department of  
Planning & Community Development  
Washington County Municipal Center  
383 Broadway  
Fort Edward, New York 12828**

*State law now requires that all Planning Board and Zoning Board of Appeals members complete 4 hours of training per year.*



# **Training for Municipal Officials**

**A professional planner will join you  
at an informational session on the  
following topic:**

**Planning Board &  
Zoning Board of Appeals  
Overviews**

## **Sponsored by:**

Washington County Department of  
Planning & Community  
Development

## **Held in:**

**Fort Edward**

## **Presented by:**

NYS Department of State

**July 23, 2008**

Washington County Department of Planning &  
Community Development  
Washington County Municipal Center  
383 Broadway  
Fort Edward, NY 12828