

NOTICE OF RECEIPT

Town of Throop

7471 Robinson Road
Auburn, NY 13021
(315) 252-7373

WHEN TO USE THIS FORM: This form is used by the Code Enforcement Officer to inform applicants of the completeness of various types of applications submitted for project reviews and approvals. This form shall be completed and returned to the applicant within ten (10) business days of the Code Enforcement Officer's receipt of an application.

Reference Application No.: _____ - _____ Dated: ____/____/____

ACTION OF THE CODE ENFORCEMENT OFFICER OF THE TOWN OF THROOP

To: _____, Applicant

This office received your application for:

- | | |
|---|--|
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Use Subject to Special Conditions |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Area Variance |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Use Variance |
| <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Interpretation of CEO Decision |
| <input type="checkbox"/> Other: _____ | |

review on ____/____/____ and finds the application to be (check one):

- COMPLETE: The application will be reviewed by the Code Enforcement Officer with a decision on approval to follow.
- COMPLETE WITH PLANNING BOARD REVIEW REQUIRED: The application has been referred to the Planning Board and will appear on the agenda of its meeting scheduled for ____/____/____ at _____ o'clock held at Town Hall. Your attendance at this meeting is required.
- COMPLETE WITH ZONING BOARD OF APPEALS REVIEW REQUIRED: The application has been referred to the Zoning Board of Appeals and will appear on the agenda of its meeting scheduled for ____/____/____ at _____ o'clock held at Town Hall. Your attendance at this meeting is required.
- INCOMPLETE: Before the application can be referred to the appropriate Board for its review, the following information must be supplied to this office: _____

Signature of the Code Enforcement Officer

____/____/____
Date