

Planning Board Policy regarding contact with the public

Intent:

The intent of this policy is to ensure that all information intended for consideration by the Town of Hamburg Planning Board is received. In order to implement this stated intent, guidelines for contact between the public and the Town of Hamburg Planning Board as well as the proper avenues for that contact are to be established.

Policy:

All contact between the public and the Planning Board shall be in one of the following manners:

1. **In Person**, by appearance at a Planning Board meeting at which public hearing is being held. Appearance at a meeting at which there is no public hearing does not guarantee that you will be able to address the Board with your concerns.
2. **Submit Written Correspondence** to the attention of the Hamburg Town Clerk by the close of business on the Friday immediately preceding the regularly scheduled Wednesday meeting. If the immediately preceding Friday is a holiday which results in the closure of the Town Clerk's Office, the deadline for submission is the close of business on the preceding Thursday.

No Email submissions will be accepted, regardless of the date received by the Planning Department.