

**City of Ogdensburg**  
**Department of Planning & Development**



**DPD Director:**  
**J. Justin Woods**

Ogdensburg City Hall  
330 Ford Street - Room 11  
Ogdensburg, New York 13669  
<http://www.ogdensburg.org>

**APPLICATION FOR MEMBERSHIP ON THE  
PLANNING BOARD OR ZONING BOARD OF APPEALS**

Date \_\_\_\_\_ Position \_\_\_\_\_

**Applicant(s):**

\_\_\_\_\_  
Name Phone/ Fax/ Email

\_\_\_\_\_  
Street Address City, State Zip

We appreciate your consideration in applying for membership on the Planning Board or Zoning Board of Appeals. It is often a thankless job that requires careful deliberation and an open mind for every request. In order to be considered for this position, you must have filled out this application. An interview may be requested by the Mayor, City Manager or staff.

Please fill out the following questionnaire. It will provide the City of Ogdensburg with information about you and your philosophy of planning and development.

**APPLICANT'S STATEMENT:**

In signing this application, I certify that all of the provided information is a complete and accurate statement of the facts and understand that if any misrepresentation, omission or falsification be discovered, it will constitute grounds for disqualification/dismissal.

This application is current for six months. At the conclusion of this time, if I have not heard from the City and still wish to be considered, it will be necessary to fill out a new application.

I understand and agree that, if appointed by the Mayor, I will abide by the City's rules and regulations, which I understand, are subject to change. I further understand that, if appointed, the terms of the appointment will be those presented to me when sworn in by the City Clerk.

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Signature Date

**Personal Information:**

How long have you been a resident of Ogdensburg? \_\_\_\_\_ Years \_\_\_\_\_ Months

What is your present occupation? \_\_\_\_\_

How long have you been in this occupation? \_\_\_\_\_

What previous occupations have you held, and for how long? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please briefly describe your educational background. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your highest grade obtained? \_\_\_\_\_

What was your major? \_\_\_\_\_

What other skills or talents do you possess that may be an asset to the City? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please respond briefly to the following topics. If you need more space, please add another sheet and indicate the question for which you are referring to.**

1. Why are you interested in serving on the Planning Board or ZBA? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Have you ever served on a Planning Board or ZBA before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, where? How long? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What are your views concerning land use rules and regulations? (ie. - Are the rules necessary?)\_\_\_\_\_

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4. What are your views on planning in Ogdensburg?\_\_\_\_\_

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5. What community based groups or activities are you or have you been involved in? \_\_\_\_\_

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6. Are you familiar with Roberts Rules of Order? In what situations have you had to use them? \_\_\_\_\_

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7. How do you respond to highly controversial subject matter? \_\_\_\_\_

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8. How well do you think you deal with difficult people? \_\_\_\_\_

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9. The Planning Board & ZBA each meet once and sometimes twice a month for up to 2 hours per session. These meetings are usually in the late afternoons or evenings after work. In addition, several case studies must be reviewed for your comments prior to the meeting. Are you willing to commit this amount of time and effort on a regular basis? \_\_\_\_\_

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10. Are you in need of any reasonable accommodation features in order to serve on the Planning Board or ZBA? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please indicate the accommodation feature you need. \_\_\_\_\_

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11. Have you ever applied for a Special Use Permit, Change in Zoning, Subdivision, or Variance in Ogdensburg? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what type of application? \_\_\_\_\_ When? \_\_\_\_\_

What was the result of your request? \_\_\_\_\_ Approved \_\_\_\_\_ Denied

12. Please list any other comments you have regarding public service on the Planning Board or ZBA.

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**REFERENCES:** (Please give 3 references not related to you, whom you have known for 3 years.)

<b>Name &amp; Occupation</b>	<b>Address</b>	<b>Phone Number</b>	<b>Years Known</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____