

General Procedure for Site Plan Review

1. Meet with the planning board to discuss requirements. (Optional)
2. Prepare a sketch plan and meet with the planning board to discuss the plan. (Optional)
3. Submit Site Plan application to Code Enforcement Officer. CEO will determine whether or not the application is complete and complies with all zoning requirements. A complete application includes the application form, application fee, SEQR form, and a site layout plan which contains all required information listed in Section 243-4 of the Site Plan law. **IN NO CASE SHALL AN APPLICATION BE PROCESSED IF IT IS INCOMPLETE OR DOES NOT COMPLY WITH ZONING REQUIREMENTS.**
4. CEO will forward complete applications to the planning board 7 days before a regularly scheduled planning board meeting.
5. Planning board will accept a complete application and determine if a public hearing is necessary. If so, a hearing will be held within 62 days of acceptance of the completed application. Within 62 days of the public hearing the planning board will render a decision to approve, approve with conditions, or disapprove said site plan. If no hearing is held, the planning board will render a decision within 62 days of acceptance of the completed application. The time to render a decision may be extended by mutual consent of the planning board and the applicant.

Q: How do I get started?

A: The **BEST** way to get started is to **contact the Code Enforcement Officer**. He can provide a wealth of information on all aspects of the process. There are also two optional steps which provide good starting points. The first is an informal conference with the planning board to discuss general requirements and procedures for site plan review. There are no forms or applications to fill out for this step. Contact the planning board chairperson or the secretary of the planning board in order to get on the agenda. At this meeting you will be advised of the site plan review requirements, along with the requirements of the second optional step, the sketch plan.

The sketch plan is a low cost preliminary map of your proposal which shows your property, the property of your neighbors, and includes general map (although you can have either prepare such if you wish). A tax map or hand drawn sketch showing your proposal will suffice. ***The intent of the sketch plan process is to allow for a very general review of your proposal at the earliest possible time.*** If the planning board has some recommendations or reservations at this stage, your plans can be modified before a formal site plan is created, thus saving you money on revisions. In addition, requests for waivers of certain types of requirements can be made during the sketch plan process. The informal conference and the sketch plan conference are highly recommended.

Q: How does the waiver application process work?

A: At the informal conference and sketch plan conference the planning board will discuss with you the requirements for site plan review. Any applications for site plan review **MUST** include ALL requirements listed in Section 243-4 of the Village Code as well as ALL requirements prescribed by the planning board, unless an application for a waiver has been filed and approved. ***Please realize that the board CAN NOT waive the requirements of SEQR, or of County Planning Board review as required under General Municipal Law. Applications for such waivers will be automatically disapproved.*** To apply for a waiver of requirements, use the application for site plan review included in this guide. List the waiver of requirements, use the application for site plan review included in this guide. List the waivers you wish to request by the numbers indicated in Section 36-3. The only time to apply for a waiver is at the sketch plan stage.