

SECTION 5 – Procedures

5.1 Procedural Check List – Site Plans and Subdivisions Combined

Concept

5.1.1 Introductory Meeting with Planning Board

- A. Generally review concept of proposed project
- B. Planning Board generally ok with project concept or rejects proposal
- C. If Project continues – Proceed to Sketch and Preliminary Plans with any changes recommended by Planning Board

Sketch and Preliminary Site Plan and Plat (if Planning Board approves Concept)

5.1.2 Developer's Initial Submittal – Must meet Sketch Plan Requirements as minimum

- A. Plans (mandatory for all developments - see checklist)
 - 1. Must comply with Development Regulations
 - 2. Required Supporting Information (Drainage Reports/Calculations, SWPPP, etc.)
- B. Application
- C. Required Fees (if any)
- D. Twelve (12) copies of above filed with Village Clerk
- E. At least ten (10) days prior to Planning Board Meeting

5.1.3 Scheduled on Planning Board Agenda

5.1.4 Referral/distribution of Submittal for review and comment (by Village)

- A. Planning Board Chairman and Planning Board
- B. Village Engineer
- C. Village Department Heads
- D. County Planning Board (if necessary)
- E. Interested Outside and Regulatory Agencies, if any
- F. Others (as necessary)

5.1.5 Discussion with Planning Board (at scheduled meeting)

- A. Informal comments, questions, recommendations received from reviewers
- B. Comments and Questions from Planning Board
- C. Board Discussion
- D. Subsequent Preliminary Plans and revised submittals must be submitted to Planning Board and other reviewing entities at least ten (10) days prior to next Planning Board meeting for reviews. Repeat steps above until Planning Board, Village Engineer, Dept. Heads, and Outside Agencies are satisfied. (In preparing for future Final approval by Village Board, developer may elect to complete plans to standards of Final Plans as required. This would save time at the Village Board and possible additional reviews and revisions as plans would already meet Final Plan status).
- E. Preliminary SEQR Classification
 - 1. SEQR – Unlisted, Type I or Type II (Short or Long Form, Coordinated Review)
 - 2. Major or Minor Subdivision (See Development Regulations)

5.1.6 Referral and Recommendation to Village Board for Site Plan Approval

Final Site Plan and Plat

- 5.1.7 Filing of Final Site Plan/Plat (must be preceded by Sketch and Prelim. Site Plan Process)
- A. Plans
 - 1. See Checklist for Final Plans
 - 2. Must comply with Development Regulations
 - B. Required Supporting Information (Reports, Calculations, etc.)
 - C. SEQR EAF (as required)
 - D. Application Form (if necessary again)
 - E. Twelve (12) copies of above filed with Village Clerk
 - F. Officially Received (next following Village Board meeting not less than 14 days following Filing of Application)
 - G. Major or Minor Subdivision (Minor Sub. – Preliminary and Final approval can be obtained at one meeting)
- 5.1.8 Referral/distribution for review
- A. Village Board
 - B. Village Engineer
 - C. Village Department Heads
 - D. County Planning Board (if required again)
 - E. Interested Outside Agencies (if necessary again)
 - F. Others (as necessary)
- 5.1.9 Review at Village Board Meeting(s)
- A. Informal comments, questions, recommendations received from reviewers
 - B. Planning Board Recommendation
 - C. Comments and Questions from Village Board
 - D. Board Discussion
 - E. Review of SEQR EAF and other environmental information
 - F. If plans are acceptable to Village Board, engineer, and dept. heads, Developer should prepare for and submit for Public Hearing
 - G. If plans are not acceptable as is, Developer must continue to review and re-submit plans to Village Board until plans are acceptable - Submit for Public Hearing when plans are acceptable
- 5.1.10 Public Hearing Scheduled and Advertised
- A. Within thirty (30) days of Official Submission; Not less than ten (10) days, nor more than forty-five (45) days after application filing (Village Law)
 - B. Five (5) days notice of hearing published
- 5.1.11 Public Hearing – Possible joint Public Hearing with Planning Board (Subdivision) and Village Board) (Site Plan and SEQR)
- A. Interested parties given opportunity to be heard
 - B. Verbatim minutes only on request of Developer, aggrieved property owner or at board discretion
 - C. If public has comments that need addressing or revisions, Developer must revise plans accordingly to address public comments and re-submit for another Public Hearing with revised plans
 - D. After final Public hearing with no additional public comments or requested revisions proceed to SEQR process and approval process

5.1.12 SEQR process

- A. SEQR Coordinated Review (if necessary). Identify Involved Agencies, Notify and Establish Lead Agency (within 30 days)
- B. Changes recommended by the Board
- C. If Full (Long Form) EAF required, prepare EAF Parts II and, if required, Part III
- D. SEQR Determination of Significance – within 20 days of Lead Agency & having all information
 1. Positive Declaration – no further action pending completion of:
 - a. Scoping, DEIS, Acceptance, Notice, Hearing, EIS, Findings
 2. Negative Declaration

5.1.13 Insure Developer has reimbursed Village for fees & costs (ie. engineering, attorney, etc.)

5.1.14 Action on Final Site Plan and Final Plat – Approve, Modify, Disapprove – Possible joint meeting with Planning Board (final Subdivision action) and Village Board (final site plan action) after Public Hearing and SEQR process completion (within 62 days of final Public Hearing)

Construction

(Only after Final Village Board approval, SEQR process completion, and reimbursement of all Village fees and costs)

5.1.15 Letter of Credit

- A. Developer provide preliminary Letter of Credit (All infrastructure to be dedicated – See Development Regulations requirements – Appendix A)
- B. Review by Village, Village Engineer, Dept. Heads, Attorney, etc.
- C. Comments/ Revisions provided to Developer
- D. Final (revised) Letter of Credit provided to Village
- E. Formal Approval and acceptance of final Letter of Credit (Village Board meeting)

5.1.16 Building Permit/Foundation Permit

- A. Permits issued by Village CEO

5.1.17 Construction Inspection

- A. Pre-construction meeting
- B. Inspection provided as deemed necessary by Village (CEO, DPW, Engineer, etc.)
- C. Village witnesses all required testing
- D. Developer must reimburse Village for all inspection fees and costs

5.1.18 Regulatory Approvals

- A. Developer must secure final installed regulatory approvals (DOH, DEC, etc.)

5.1.19 Maintenance Bond

- A. Developer provide preliminary Maintenance Bond for dedicated infrastructure
- B. Village review Bond – Value must be equal to or greater than 10% of installed costs of all dedicated infrastructure and must be effective for two (2) years from the date of acceptance by Village - See Development Regulations

5.1.20 Formal Acceptance and Dedication – Village Board Meeting

- A. Confirm that Village has been reimbursed for all construction fees and costs
- B. At official Village Board meeting – Village Board formally resolves to accept dedication of infrastructure and Maintenance Bond

5.1.21 Certificate of Occupancy

- A. COO is issued to developer contingent upon Village formally accepting dedication and Maintenance Bond and Village being reimbursed for all fees and costs

5.2. Procedural Checklist – Subdivisions Only (Planning Board Only)

Concept

5.2.1 Introductory Meeting with Planning Board

- A. Generally review concept of proposed project
- B. Planning Board generally ok with project concept or rejects proposal
- C. If Project continues – Proceed to Sketch Plan with any changes recommended by Planning Board

Sketch Plan (if Planning Board approves Concept)

5.2.2 Developer's Initial Submittal

- A. Plans
 - 1. Must comply with Village Code and Development Regulations
 - 2. Required Supporting Information
- B. Application
- C. Required Fees (if any)
- D. Twelve (12) copies of above filed with Village Clerk
- E. At least ten (10) days prior to Planning Board Meeting

5.2.3 Scheduled on Planning Board Agenda

5.2.4 Referral/distribution of Submittal for review and comment (by Village)

- A. Planning Board Chairman and Planning Board
- B. Village Engineer
- C. Village Department Heads
- D. County Planning Board (if necessary)
- E. Interested Outside and Regulatory Agencies, if any
- F. Others (as necessary)

5.2.5 Discussion with Planning Board (at scheduled meeting)

- A. Informal comments, questions, recommendations received from reviewers
- B. Comments and Questions from Planning Board
- C. Board Discussion
- D. Recommended/Required Revisions
- E. Preliminary SEQR Classification
 - 1. SEQR – Unlisted, Type I or Type II (Short or Long Form, Coordinated Review)
 - 2. Major or Minor Subdivision (See Development Regulations and Village Code)

Major or Minor Subdivision (Minor Sub. – Preliminary and Final approval can be obtained at one meeting)

5.2.6 Submission of Preliminary Plan (must be preceded by Sketch Plan Process)

- A. Plans (Major or Minor requirements)
- B. Required Supporting Information (Reports, Calculations, etc.)
- C. SEQR EAF (as required)
- D. Application Form (if necessary again)
- E. Twelve (12) copies of above filed with Village Clerk
- F. Officially Received (next following Planning Board meeting not less than 14 days following Filing of Application)

5.2.7 Referral/distribution for review

- A. Planning Board
- B. Village Engineer
- C. Village Department Heads
- D. County Planning Board (if required again)
- E. Interested Outside Agencies (if necessary again)
- F. Others (as necessary)

5.2.8 Review at Planning Board Meeting(s)

- A. Informal comments, questions, recommendations received from reviewers
- B. Planning Board Recommendation
- C. Comments and Questions from Village Board
- D. Board Discussion
- E. Review of SEQR EAF and other environmental information
- F. If plans are acceptable to Planning Board, engineer, and dept. heads, Developer should prepare for and submit for Public Hearing
- G. If plans are not acceptable as is, Developer must continue to review and re-submit plans to Planning Board until plans are acceptable - Submit for Public Hearing when plans are acceptable

5.2.9 Public Hearing Scheduled and Advertised

- A. Within thirty (30) days of Official Submission; Not less than ten (10) days, nor more than forty-five (45) days after application filing (Village Law)
- B. Five (5) days notice of hearing published

5.2.10 Public Hearing

- A. Interested parties given opportunity to be heard
- B. Verbatim minutes only on request of Developer, aggrieved property owner or at board discretion
- C. If public has comments that need addressing or revisions, Developer must revise plans accordingly to address public comments and re-submit for another Public Hearing with revised plans
- D. After final Public hearing with no additional public comments or requested revisions proceed to SEQR process and approval process

5.2.11 SEQR process

- A. SEQR Coordinated Review (if necessary). Identify Involved Agencies, Notify and Establish Lead Agency (within 30 days)
- B. Changes recommended by the Board
- C. If Full (Long Form) EAF required, prepare EAF Parts II and, if required, Part III
- D. SEQR Determination of Significance – within 20 days of Lead Agency & having all information
 - 1. Positive Declaration – no further action pending completion of:
 - a. Scoping, DEIS, Acceptance, Notice, Hearing, EIS, Findings
 - 2. Negative Declaration

5.2.12 Insure Developer has reimbursed Village for fees & costs (ie. engineering, attorney, etc.)

5.2.13 Action on Final Plan – Approve, Modify, Disapprove (within 62 days of final Public Hearing)