

Section 7 - Submittal Information & Review

The various municipalities throughout the County have each adopted their own local land use controls under the authority granted to them by the municipal home rule legislation. This has resulted in a large variation of the application submittal process from municipality to municipality. The following list of submission documents represents a "worst case scenario". The items in block print represent those items that are generally required for all applications. Those in italicized print are those that may be applicable to some, but certainly not all application submittals.

- Completed Municipal Application Form
- Plot plan, map or site plan project
- Long or Short Form Environmental Assessment Form (SEQRA)
- A check made out in the correct application fee amount
- Proof of ownership of the parcel on which the project will be located
- A stamped survey of the property, done by a licensed surveyor
- *List of abutting landowners including names and addresses*
- *A letter authorizing a non-owner to act as the agent for the project*
- *A completed Agricultural Data Statement*
- *A letter or permit authorizing the establishment of a driveway providing access to the site*
- *Floor plans and elevations for all proposed structures including signs*
- *Proof of adequate supply of potable water*
- *Design and possibly approval of any on-lot septic system*
- *If site is within a municipal water and sewer district, permits for the connection to those utilities, or a letter of authorization fro the system superintendent.*
- *Some towns require that you post a sign on the site alerting persons of a pending public hearing on your project. Payment of a deposit on those signs may be required.*
- *Lighting plans for the project site*
- *Traffic studies*

Review Timelines

After the required submittal information has been assembled and submitted to the appropriate agency, the formal review of your project can begin. The review timelines are established by state legislation and are in most cases identical to the state legislation. However, minor differences may occur from time to time. Also please remember that these timelines can be waived by mutual consent of the applicant and the decision making board.

The following timelines represent the minimum length of time that your applications will be in the review process. Additional loss of time may result from errors or omissions on either the applicant's or the decision making board's action or lack thereof.

Site Plan Review

Day #1	Application submitted 10 days prior to the regular meeting
Day #10	Regular meeting, first presentation to the entire Board. Application is accepted as complete (can take several meetings to reach this point), SEQRA review conducted, negative declaration made, application is set for public hearing.
Days #40-#72	Public Hearing held on the site plan, comments received. Motion made to approve the site plan is approved. (Public hearing generally is held at the next regular meeting on Day #40, but must be held within 62 days after the application is deemed complete)
Days #41 or #73	Make application to the Zoning Enforcement Officer or Building Inspector for the use or building permit required to begin construction.

The same minimum time line would be applicable for special use permits and variances, once the project has been referred to the Zoning Board by the Planning Board.

Now let's look at what can and sometimes does happen.

Day #1	Application submitted 10 days prior to the regular meeting
Day #10	Regular meeting, first presentation to the entire Board. Information required is missing, application deemed incomplete, review deferred until next month's meeting
Day #30	Missing information submitted to the Board 10 days prior to their meeting
Day #40	At the regular meeting, application is accepted as complete, SEQRA review conducted, negative declaration made, application is set for public hearing
Days #70-#102	Public hearing held on the site plan, comments received. Motion made to approve site plan is approved. (Public hearing generally is held at the next regularly scheduled meeting; Day #70, but must be held within 62 days after the application is deemed complete)

Day #71 or #103 Make application to the Zoning Enforcement officer or Building Inspector for the use or building permit required to begin construction

As you can see, one minor hiccup in the application procedure can change the review period from 20 days to 103 days. For each additional meeting that you have to attend and address unanticipated issues, an additional 30 day delay results.

The above schedule and timeline is for illustrative purposes. A good rule of thumb is to expect to attend at least two to three Planning Board meetings for your project. Larger more complex projects or projects with significant environmental impacts can, and often do take longer for Planning Boards to review.