

**Village of Schoharie Site Plan Review/Special Use Permit Approval Procedure**

Applicant Name and Contact \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_

**Date of Action**

1. Application for a building permit goes to the Zoning Officer. If he is unable to issue a permit, the application is forwarded to the Village Planning Board (VPB) for their review and approval. \_\_\_\_\_

2. VPB determines the location of the application and determines what zoning district the project is in (using map overlays) and reviews them. \_\_\_\_\_

3. VPB asks applicant for a written proposal of intent/use. \_\_\_\_\_

4. VPB determines the permissibility of use and land use category project fall sin by referring to glossary and use tables in the zoning law. \_\_\_\_\_

5. VPB determines scope of project: minor or major. If proposal exceeds any parameters of a minor project, it will be considered a major project. \_\_\_\_\_

6. VPB holds an informal pre-application meeting with Applicant \_\_\_\_\_

7. Application materials submitted to the Code Enforcement Officer who then forwards them to the VPB, including the appropriate environmental assessment form (3 copies) \_\_\_\_\_

8. Fee Paid to the Code Enforcement Officer who then forwards fee to the Village Clerk and receipt of payment to the VPB.

Site Plan Review Fee \_\_\_\_\_

Special Use Permit Fee \_\_\_\_\_

Escrow Account \_\_\_\_\_

9. VPB initiates the SEQR Process \_\_\_\_\_

EAF Received from applicant, with Part I filled out \_\_\_\_\_

VPB to determine lead agency for SEQR \_\_\_\_\_

VPB makes a resolution as to type of SEQR \_\_\_\_\_

Unlisted Action OR  Type I Action \_\_\_\_\_

VPB reviews Part I and fills out Part II, and Part III if necessary, of the Environmental Assessment Form \_\_\_\_\_

Planning Board reviews all application materials and determines if additional materials and information is needed \_\_\_\_\_

Planning Board reviews comments from public hearing, continues review of Part II of EAF, completes Part III of EAF if necessary and determines environmental significance of project \_\_\_\_\_

Negative Declaration      OR      Positive Declaration

10. Planning Board determines that all application materials are Complete\* and if so, the clock starts for other procedures. VPB sets a public hearing within 62 days of deeming application complete. \_\_\_\_\_

Notice of public hearing published in paper \_\_\_\_\_

Notice of public hearing mailed to applicant \_\_\_\_\_

11. Hold Public Hearing/Close Public Hearing \_\_\_\_\_

12. Refer application to County Planning Board for review. They may approve the application, disapprove the application, or return it with comments or conditions. If no comment, there is automatic approval within 30 days. If they require conditions, the VPB can accept those conditions or with a majority vote plus one, can reject those conditions. \_\_\_\_\_

13. Within 62 days of public hearing for a major project, or 32 days if a minor project, Planning Board makes decision \_\_\_\_\_

Approval of Site Plan and Special Use Permit

OR

Approval of Site Plan and Special Use Permit with Modifications

OR

Disapproval of Site Plan and Special Use Permit

AND

Determines if a Performance Guaranty is needed

14. File Decision with Clerk and applicant

15. Within 6 months of decision, applicant submits 3 copies of final site plan for signing and stamping along with: \_\_\_\_\_

Proof of application for and approval of all other needed permits

Final specifications of drawings

Project construction schedule

Cost estimates/performance guaranty

Proof of payment of review costs

- 16. Planning Board sends signed site plan and approved special use permit resolutions to Code Enforcement Officer \_\_\_\_\_
- 17. Code Enforcement Officer issues building permit \_\_\_\_\_
- 18. Code Enforcement Officer inspection(s) \_\_\_\_\_
- 19. Code Enforcement Officer issues Occupancy Permit \_\_\_\_\_

20. For future development on site (as per zoning page 105, Section 7-4.8)

- a. Applicant submits proposal to Planning Board
- b. If consistent with approved site plan and special use permit, Planning Board can grant amendment without hearing.
- c. If consistent with special use permit, but not site plan, follow the above process.
- d. If inconsistent with both special use permit and approved site plan, both processes must be re-initiated.

\* If Planning Board makes a Positive Declaration for SEQR, an environmental impact statement must be written and the application is not complete until the draft environmental impact statement is submitted to the Planning Board.