

Tax Parcel Number: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
 Log No.: \_\_\_\_\_

**CLERK CHECKLIST FOR MINOR SUBDIVISION REVIEW PROCEDURE**

Proposed Development Name \_\_\_\_\_ Applicant Name and Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone (    ) \_\_\_\_\_

**Date of Action**

Preliminary plan submitted. \_\_\_\_\_  
 Type II Action per SEQR (no SEQR review required)  Yes  No  
 If no, EAF form filed \_\_\_\_\_  
 SEQR classification determined to be:  type I  unlisted  
 Determination of environmental significance:  
 positive declaration  negative declaration  conditional negative declaration  
 (Note: positive declaration will initiate steps not on this checklist)  
 Fee paid. \_\_\_\_\_  
 Application accepted as complete. \_\_\_\_\_  
 Referral to County Planning Board\* \_\_\_\_\_  
 County Planning Board response received. \_\_\_\_\_  
 Motion to hold public hearing. \_\_\_\_\_  
 Notice of hearing published in paper. \_\_\_\_\_  
 Public hearing held--motion to close hearing. \_\_\_\_\_  
 Action taken by resolution on the application:  
 conditional approval  conditional approval with modifications  
 disapproval  final approval \_\_\_\_\_  
 Resolution mailed to applicant. \_\_\_\_\_  
 Conditionally approved plat signed when complete. \_\_\_\_\_  
 Records filed with municipal clerk. \_\_\_\_\_  
 Plat filed in the office of the county clerk. \_\_\_\_\_

*\*If required.*

*Checklist adapted from NYS Department of State model form.*

Tax Parcel Number: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
 Log No.: \_\_\_\_\_

**CLERK CHECKLIST FOR MAJOR SUBDIVISION REVIEW PROCEDURE**

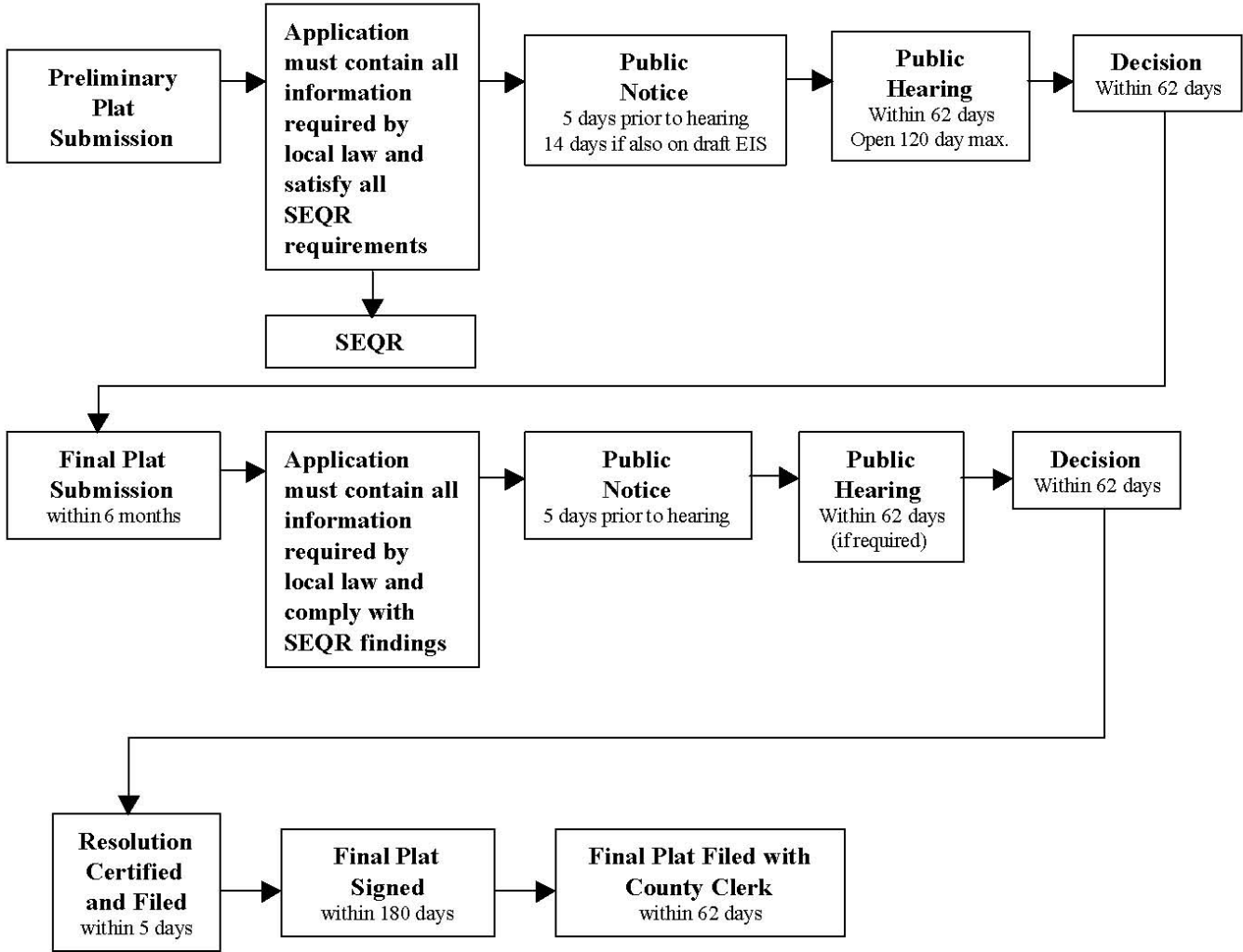
Proposed Development Name \_\_\_\_\_ Applicant Name and Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone (    ) \_\_\_\_\_

	<b>Date of Action</b>
Sketch plan presented.	_____
Type II Action per SEQR (no SEQR review required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, EAF form filed	_____
SEQR classification determined to be:	<input type="checkbox"/> type I <input type="checkbox"/> unlisted
Determination of environmental significance:	
<input type="checkbox"/> positive declaration <input type="checkbox"/> negative declaration <input type="checkbox"/> conditional negative declaration	
(Note: positive declaration will initiate steps not on this checklist)	
Preliminary plat fee paid.	_____
Preliminary plat accepted as complete.	_____
Referral to County Planning Board*	_____
County Planning Board response received.	_____
Motion to hold public hearing.	_____
Notice of hearing published in paper.	_____
Public hearing held--motion to close hearing.	_____
Resolution of action taken on preliminary subdivision approval application:	
<input type="checkbox"/> approval <input type="checkbox"/> approval with modifications <input type="checkbox"/> disapproval	_____
Final plat fee paid	_____
Final plat accepted as complete.	_____
Motion to waive or hold public hearing.	_____
Notice of hearing published in paper.	_____
Public hearing held--motion to close hearing.	_____
If hearing held, referral to County Planning Board*	_____
County Planning Board response received.	_____
Resolution of action taken on the application for final subdivision approval:	
<input type="checkbox"/> conditional approval <input type="checkbox"/> conditional approval with modifications	_____
<input type="checkbox"/> disapproval <input type="checkbox"/> final approval	_____
Resolution mailed to applicant.	_____
Conditionally approved plat signed when complete.	_____
Records filed with town clerk.	_____
Plat filed in the office of the county clerk	_____

*\*If required  
 Checklist adapted from NYS Department of State model form.*

# Subdivision Application

Application to the planning board to subdivide



Tax Parcel Number: Section: _____	Block: _____	Lot: _____
		Log No.: _____

**CLERK CHECKLIST FOR SITE PLAN REVIEW PROCEDURE**

Proposed Development Name _____	Applicant Name and Address _____ _____ _____ _____ _____
	Phone (    ) _____

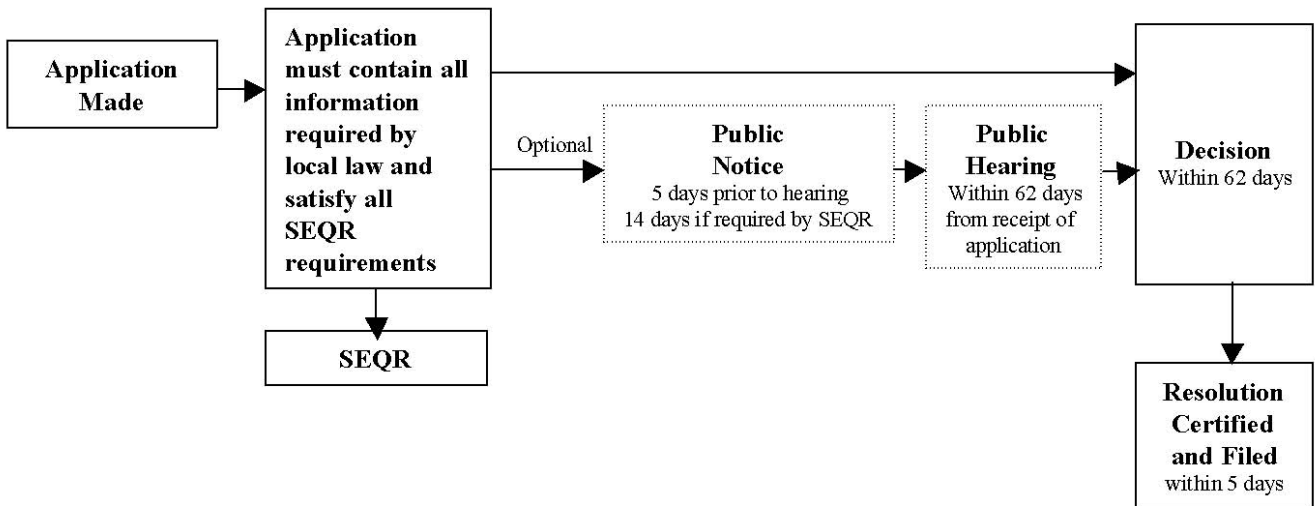
	<b>Date of Action</b>
Site plan application received.	_____
Type II Action per SEQR (no SEQR review required)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, EAF form filed	_____
SEQR classification determined to be:	<input type="checkbox"/> type I <input type="checkbox"/> unlisted
Determination of environmental significance:	
<input type="checkbox"/> positive declaration <input type="checkbox"/> negative declaration <input type="checkbox"/> conditional negative declaration	
(Note: positive declaration will initiate steps not on this checklist)	
Fee paid.	_____
Application accepted as complete.	_____
Referral to County Planning Board*	_____
County Planning Board response received.	_____
Motion to hold or waive public hearing.	_____
Notice of hearing published in paper.	_____
Notice of hearing mailed to applicant.	_____
Public hearing held--motion to close hearing.	_____
Resolution of action taken on site plan application:	
<input type="checkbox"/> approval <input type="checkbox"/> approval with modifications <input type="checkbox"/> disapproval	_____
Application endorsed by planning board.	_____
Records filed with municipal clerk.	_____
Decision mailed to applicant.	_____
Zoning permit issued.	_____
Certificate of occupancy issued.	_____

*\*If required*

*Checklist adapted from NYS Department of State model form.*

## Site Plan Application

Application to the administrative board for approval under site plan regulations



Tax Parcel Number: Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Log No.: \_\_\_\_\_

**CLERK CHECKLIST FOR SPECIAL USE PERMIT REVIEW PROCEDURE**

Proposed Development Name

Applicant Name and Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone (    ) \_\_\_\_\_

**Date of Action**

Special use permit application received.

Type II Action per SEQR (no SEQR review required)

\_\_\_\_\_

Yes  No

If no, EAF form filed

SEQR classification determined to be:

\_\_\_\_\_

type I     unlisted

Determination of environmental significance:

positive declaration     negative declaration     conditional negative declaration

(Note: positive declaration will initiate steps not on this checklist)

**Date of Action**

Fee paid.

\_\_\_\_\_

Application accepted as complete.

\_\_\_\_\_

Referral to County Planning Board\*

\_\_\_\_\_

County Planning Board response received.

\_\_\_\_\_

Motion to hold or waive public hearing.

\_\_\_\_\_

(Waiver may be used only for site plan review procedure)

Notice of hearing published in paper.

\_\_\_\_\_

Notice of hearing mailed to applicant.

\_\_\_\_\_

Public hearing held--motion to close hearing.

\_\_\_\_\_

Resolution of action taken on application:

approval     approval with modifications     disapproval

\_\_\_\_\_

Application endorsed by approving board.

\_\_\_\_\_

Records filed with municipal clerk.

\_\_\_\_\_

Decision mailed to applicant.

\_\_\_\_\_

Zoning permit issued.

\_\_\_\_\_

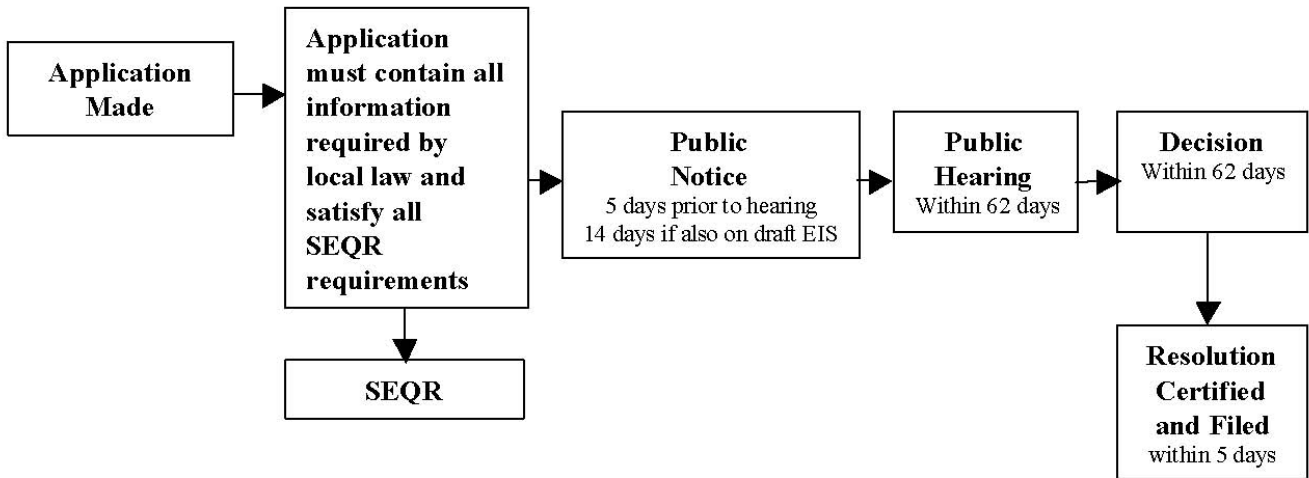
Certificate of occupancy issued.

*\*If required*

*Checklist adapted from NYS Department of State model form.*

# Special Use Permit Application

Application to the administrative board for a special permit under the zoning ordinance



## E. Actions Timeline

	<b>Variances and Appeals</b>	<b>Subdivision Regulations-Preliminary Plat Approval</b>	<b>Subdivision Regulations-Final Plat Approval</b>	<b>Site Plan Review</b>	<b>Special Use Permits</b>
<b>Submission</b>	Owner must submit application to the ZBA within <b>60 days</b> from the time of denial Hearing must be held within a “reasonable” amount of time.		Must be submitted within <b>6 months</b> of the board resolution of preliminary approval		
<b>Public Hearings</b>	Hearing must be held within a “reasonable” amount of time.	Within <b>62 days</b> from receipt of a complete application	Within <b>62 days</b> of submission of final plat	If held, must take place within <b>62 days</b> from receipt	Within <b>62 days</b> from submission of application
<b>Notice</b>	Must be given by publication in a newspaper at least <b>5 days</b> prior	Must be given by publication in a newspaper at least <b>5 days</b> prior	If held, notice must be given in a newspaper at least <b>5 days</b> prior	To applicant: <b>10 days</b> prior; To public: in a newspaper at least <b>5 days</b> prior	Must be given by publication in a newspaper at least <b>5 days</b> prior
<b>Referrals to County Planning Board</b>	See Chapter VII chart; at least <b>10 days</b> prior to the public hearing	See Chapter VII chart; at least <b>10 days</b> prior to the public hearing	See Chapter VII chart; at least <b>10 days</b> prior to the public hearing	See Chapter VII chart; at least <b>10 days</b> prior to the public hearing	Land within the county; at least <b>10 days</b>
<b>Referrals to Adjacent Municipalities</b>	For action affecting land within 500 ft of border; notice to be provided <b>10 days</b> before hearing	For action affecting land within 500 ft of border; notice to be provided <b>10 days</b> before hearing	For action affecting land within 500 ft of border; notice to be provided <b>10 days</b> before hearing	For action affecting land within 500 ft of border; notice to be provided <b>10 days</b> before hearing	For action affecting land within 500 ft of border; notice <b>10 days</b> before hearing
<b>Decision</b>	<b>62 days</b> from the close of the hearing	<b>62 days</b> from the close of the hearing; a hearing may be kept open no longer than <b>120 days</b>	If no hearing is held: <b>62 days</b> . If a hearing is held: <b>62 days</b> after the hearing. Approval will expire within <b>62 days</b> of signing if not filed with the county clerk	After receipt of application: <b>62 days</b> ; If a hearing is held: <b>62 days</b> after the hearing. Approval will expire after <b>180 days</b>	<b>62 days</b> from the close of the hearing
<b>Filing</b>	Decision must be filed with municipal clerk within <b>5 days</b>	Resolution of action taken must be filed with municipal clerk within <b>5 days</b>	Resolution of action taken must be filed with municipal clerk within <b>5 days</b>	Decision must be filed with municipal clerk within <b>5 days</b>	Decision must be filed with municipal clerk within <b>5 days</b>