

Summary of Special Use Permit Process

1. Applicant submitted to CEO.
2. Application to the Planning Board
3. Schedule an information meeting
4. SEQRA
5. Referral to the County for 30-day review.
6. Public Hearing within 62 days of complete application
7. Minor project has 30 days from hearing for decision; Major projects have 62 days after hearing for decision (by resolution).
8. Decision is filed, in writing with Village Clerk within 5 days.
9. All major projects also must have site plan review approval; some minor ones are too. Combine processes and application materials in that case.

Summary of Site Plan Process

1. Applicant schedules pre-application meeting with Planning Board to discuss project
2. Application to Village Clerk for Planning Board with Fee, Application Form, Information from 5-2 unless waived by Board, plus 5-4 materials
3. Planning Board Determines if it is a Minor or Major Project
4. Major Site Plan Steps
 - a. SEQRA (Full EAF); determine if Escrow is needed
 - b. Schedule Public Hearing within 62 days application is received; Notice 10 days before hearing
 - c. Send to Schoharie County for 30-day review
 - d. Board makes decision within 62 days via resolution; Chairman stamps site plan (as per 5-4.5 (D). Incorporate what is needed from Special Use Section.
 - e. File decision with Village Clerk; mail copy to applicant
5. Minor Site Plan Steps
 - a. SEQRA (Short Form)
 - b. Decide to hold hearing or not
 - c. Send to County for review
 - d. Make decision within 62 days of receipt of complete site plan application. Incorporate what is needed from Special Use Section.

Summary of Subdivision Review Process

1. Pre-application meeting with applicant – informal discussion
2. Sketch Plan Meeting – Planning Board classifies project as lot line adjustment, minor or major subdivision; determines what information shall be included in the final subdivision plat application. Planning Board has 62 days to classify application and determine what information they will require.

3. Applicant makes complete submission including application form, fee, plat maps as required by the Planning Board.
4. Lot Line Adjustment
 - a. 62 days after receiving complete application, Board makes decision
 - b. If approved, makes written determination and files with Village Clerk
5. Minor Subdivision
 - a. After sketch plan and classification, applicant makes complete application.
 - b. Application referred to County for 30-day review
 - c. SEQRA
 - d. Public Hearing within 62 days of complete application (see page 82)
 - e. Decides on project within 62 days of hearing via resolution; Certify plat by Chair of Board; copy filed with Village Clerk within 5 days and applicant. If conditions are required, include list of conditions with mailing. Applicant files plat with County. That filing requires a signed map and perhaps a deed.
6. Major Subdivision
 1. Preliminary Plat Process (page 86 – 87)
 - a. Applicant applies for preliminary plat, with fee and appropriate materials as agreed in the sketch plan phase.
 - b. referral to the County for 30-day review.
 - c. SEQRA
 - d. Public Hearing within 62 days of completed preliminary plat
 - e. Decision within 62 days of hearing via resolution. Note that if no action is taken the preliminary plat is automatically approved.
 - f. Copy of resolution of decision filed with Village Clerk within 5 days.
 - g. Final plat must be submitted within 6 months of the preliminary approval unless an extension is given by the Planning Board. If no final plat is filed, the preliminary approval is revoked.
 2. Final Plat Process
 - a. Applicant submits final plat application and fee if one exists
 - b. If the final plat is in substantial agreement with the preliminary plat, approve or conditionally approve or disapprove within 62 days after submission.
 - c. If final plat is not in substantial agreement with the preliminary plat, Board must hold a hearing within 62 days. A decision must be made within 62 days of the hearing. Default approval if the Board does not meet those time frames or does not extend the time frames.
 - d. After decision, final approval, filing, stamping, etc.
7. Flexible Site Plan Process (Page 100 – 107) – allows for flexibility in lot size and arrangement with permanent preserved open space.