

INSERT: Special Permit – MAJOR Site Plan Review

(Pursuant to §148-10- 5,6,7,8

SUBMISSION REQUIREMENTS

FILING FEE _____ \$500.00 - NEW project
_____ \$250.00 - AMENDMENT/ 6-month EXTENSION of approved project
Professional fees are additional (to be determined at initial review)

ONE (1) original:

- _____ 1. Common Application Form – completed and signed
- _____ 2. MAJOR Special Permit – Site Plan Review insert – completed
- _____ 3. Narrative responses to review criteria or additional supporting documentation
- _____ 4. SEQR **LONG** form – completed (reviewing Board may require completed more information)
- _____ 5. Letter of authorization - if agent of property owner or applicant.
- _____ 6. Photocopy of permits or correspondence from other agencies (see Referral Section below)
- _____ 7. If within LWOD - Written statement or photocopy of transmittal letter that a copy of this application has been submitted to the City of Syracuse Water Department or the City of Auburn. (per §148-7-1.E & F).

TEN (10) copies of:

- _____ 8. Current survey (per §148-10-1-D.1), with location map, stamped/signed by licensed land surveyor.
- _____ 9 Site plan showing all existing and proposed conditions, signed and stamped by licensed design professional. (per §148-18B)
- _____ 10 Erosion-stormwater control plan showing existing and proposed conditions, signed and stamped by licensed design professional (per §148-5-4.E & §148-10-8-A.10).

REFERRALS AND CONTACTS WITH OTHER AGENCIES

The following agencies may have separate permit authority or be required to provide advisory review of applications before the Town. **You may be required by the Town to contact these agencies directly.**

Please indicate if you have contacted any of these agencies, the date of contact and the type of response (informal letter, permit issued, N/A - Not Applicable)

		<u>Contact Date</u>	<u>Response</u>
Highway Access:	Town Highway Dept.	_____	_____
	Onondaga County DOT	_____	_____
	NYS DOT	_____	_____
Water Supply:	Town Water Dept.	_____	_____
Sanitary Waste:	Onondaga Co Health Dept.	_____	_____
Natural Resources:	City of Syracuse Water Dept.	_____	_____
	NYS DEC	_____	_____
	US Army Corp of Engineers	_____	_____

PROCEDURE SUMMARY

1. Pre-application meeting with Office of Codes Enforcement
2. Preliminary Conference with the Planning Board (per §148-10-8)
3. Submittal Deadline (closest weekday to 1st of each month; required follow-up info 10 days prior to regular meeting)
4. Preliminary Planning Board review of application
 - a. Determine completeness
 - b. Request additional information or submissions
 - c. Schedule site visit and formal review meeting date; set escrow if needed.
 - d. Refer application to other agencies
5. Formal Planning Board Review
 - a. Public hearing
 - b. Receipt of referral recommendations
 - c. Final action and adoption of resolution

Contact Town Staff if you need assistance