

Planning Board Application Review Procedure

Summary of Procedures

- 1. Planning Board application materials and standards.** Project drawings should adhere to relevant application guidelines and standards including but not limited to Site plan/Subdivision Guidelines, Town of Greece Specifications for Construction of Roadways and Utilities, Town of Greece Landscape Guidelines, etc. Specific application forms, guidelines, and checklists are available from the Planning Board Secretary and on the Town's website.
- 2. Application submittal.** In order to ensure proper coordination and tracking of your application, all application materials including the original application, all **revised** drawings/reports, and all correspondence are to be submitted to the Planning Board Secretary in the Planning and Economic Development Department. The Planning Board Secretary will distribute application materials to the appropriate Town staff for review and track the progress of the review. **Incomplete applications and/or application materials may be rejected.** Applications should include a completed checklist and **drawings must be folded to 8 ½ inches x 11 inches or smaller.**
- 3. Initial staff and agency review.** Your application will be distributed for review by Town departments and county agencies prior to your scheduled appearance before Planning Board. Applicants are encouraged to wait until they receive comments from all departments and agencies, and in most cases until after their first Planning Board meeting, before revising the plans. You are encouraged to keep in close contact with the Planning staff regarding the timing of drawing revisions.
- 4. Planning Board meetings.** Regardless of the status of the staff and other agency review, applicants generally are encouraged to appear at the first scheduled Planning Board meeting so that they can get input from the board and the public. Most applications require more than one Planning Board meeting. In such cases, the Board will continue the discussion to a specific future meeting date in order to allow additional time for necessary revisions to be submitted and reviewed by the appropriate staff and other agencies.
- 5. Revisions.** The applicant must submit copies of the revised drawings to the Planning Board Secretary before 5:00 p.m. on the Monday of the week prior to a scheduled Planning Board meeting (i.e., nine (9) days before the scheduled meeting). The applicant should check with the Planning Board Secretary to determine how many copies of the revised drawings must be submitted. Submissions of revised drawings must include two (2) copies of all supporting materials (e.g., reports, responses to staff review comments, etc.). Planning will distribute the revisions and comment responses to the appropriate staff. If revisions are needed but cannot be provided in time, the applicant should contact the Planning staff to discuss postponing the scheduled appearance at the Planning Board meeting. The applicant must request, in writing, postponement of the appearance at the Planning Board meeting. It is the applicant's responsibility to address all Town staff and other agency issues prior to a Planning Board decision. Failure to resolve outstanding issues may delay the Planning Board decision.
- 6. Conditional Planning Board approval.** Pursuant to New York State Town Law, the Planning Board may approve, approve with modifications, or disapprove an application. The Planning Board approval resolution will generally contain conditions that must be satisfied prior to final approval.
- 7. Final staff review ("pre-mylar" review).** Following the post-board-approval meeting, the applicant must make a submittal to the Planning Board Secretary for final review. Subsequent rounds of review may be necessary and your timely and complete response is needed in order to avoid delays. Always call before you submit materials for review. Materials required for this submittal include, but are not limited to:
 - a)** Revised drawings – seven (7) complete sets
 - b)** Revised reports (including drainage reports, SWPPPs, traffic analyses, etc.) – two (2) copies of each
 - c)** Draft easements/agreements as necessary (including text, maps, and legal descriptions, in draft form, unsigned, and **using Town templates**)
- 8. Final approval (Approval Signatures).** After all conditions of Planning Board approval and remaining staff and other agency comments are addressed satisfactorily, Planning will instruct the applicant to submit Mylar originals to the Planning Board Secretary for distribution to the appropriate staff for final approval signatures. Each Mylar original must bear the signature, in black ink, of the applicant. Planning will notify the applicant's representative when signed, approved Mylar originals can be retrieved.

9. Distribution of signed, approved plans. After the Town staff has signed the Mylars and the applicant has retrieved them, the applicant must provide the following to the Planning Board Secretary:

- a) Paper prints (folded) of the plans, bearing all required approval signatures, including those from state and/or county agencies. In the case of a subdivision plat, the prints must bear the liber and page at which the plat was recorded in the Office of the Monroe County Clerk, along with the date on which the plat was recorded. The number of prints will depend on the type of approval (i.e., subdivision, site plan, minor improvement plan). The Planning Board Secretary will inform the applicant of the number of prints required.
- b) A digitally scanned copy of the plans, bearing all required approval signatures, including those from state and/or county agencies. In the case of a subdivision plat, the prints must bear the liber and page at which the plat was recorded in the Office of the Monroe County Clerk, along with the date on which the plat was recorded. The digital file must be in Tagged Image File (".TIF") format at a minimum resolution of 400 dpi.
- c) For each easement for public drainage areas and/or infrastructure, two (2) signed, original easement documents and one (1) photocopy of the signed document. Planning will keep a photocopy of each easement in the Planning Board file, and forward the originals to the Department of Public Works, Engineering Division; the Town will record the easements.
- d) For each memorandum, restriction, or agreement that is required to be recorded in the Office of the Monroe County Clerk, one (1) photocopy of the fully executed and recorded document bearing proof of filing.
- e) After Planning has received all required prints and other documents, as described above, the prints of the final, signed plans will be stamped "**OFFICIAL COPY**" in red, and will then be distributed to Town departments (Planning, Technical Services, and DPW/Engineering). No building permits will be issued, and no pre-construction meetings will be scheduled, unless and until the stamped prints have been delivered to Technical Services and DPW/Engineering.

10. Pre-construction meeting: In order to begin construction on a Planning Board approved project, the developer must contact the Engineering Department to schedule a Pre-construction meeting. The DPW representative will check with The Town Clerk and Development Services to verify that all their concerns have been resolved and notify the building department of the time and location for the meeting. The developer or his engineer will arrange for State DOT, County DOT, the contractor, utility companies, and any other party with an important role in the site development to attend. In order to schedule the pre-construction meeting, the following items must be completed:

- a) **Approved Plans:** Town representatives should have in their possession a copy of the plans provided by the Planning and Economic Development Department and stamped "**OFFICIAL COPY**" in red.
- b) **Engineer's Estimate for Letter of Credit:** A detailed draft Engineer's Estimate (as described in the Town Construction Specifications) should be submitted to the Engineering Department for the cost of all dedicated facilities (roadways, sidewalks, sanitary sewers, storm sewers, and water supply), Stormwater Management and both temporary and permanent erosion and sedimentation control measures.
- c) **Financial Instrument, Title, Declaration:** After the Engineer's Estimate is accepted by the Engineering Department, the developer is directed to arrange for an appropriate financial instrument, (cash, letter of credit, etc.) to be provided to the Town Clerk. In addition to the Financial Instrument, the following documents should also be provided to the Town Clerk:
 - Attorney's Certificate of Title or Copy of the deed with certification of filing in the Monroe County Clerk's Office; and
 - Tax Search; and
 - Two original Applications for Approval of Plat forms; and
 - Signed Owner's Declaration stating that the:
 - owner will install the required improvements at their own expense; and
 - streets and infrastructure will be dedicated; and
 - property is not subject to flood.

Once all paperwork has been reviewed for completeness, the Town Clerk will request Town Board authorization to accept the financial instrument and sign the Application for Approval of Plat (2 originals).

d) Storm Water Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI):

- A SWPPP prepared to requirements stated in the Town Storm Water Law and the current NYSDEC permit requirements.
- SWPPP Acceptance Form, signed by the Town's Storm Water Management Officer.
- Developer must submit an NOI, along with the signed SWPPP Acceptance Form, to the NYSDEC for a Stormwater permit, if required by the size and scope of the project.

11. Commencing Construction: Following a pre-construction meeting and the acquisition of all necessary permits, site work may proceed. During the entire life of the Stormwater permit, periodic (as required by the NYSDEC Stormwater permit and the Town Stormwater Law) SWPPP inspection reports are to be submitted electronically to the DPW.