SPECIAL PERMITS & SITE PLAN REVIEW PROCESS

Timeline for Planning Board Process:

The Planning Board meets on the first **Tuesday** of every month at **7:00 pm.**

Meeting 1 – Sketch Plan Conference – Informal discussion
Meeting 2 – Initial Review of materials to determine completeness
Meeting 3 – Possible, if revisions or additional information is required.
Meeting 4 – Formal Review & Public Hearing.

** The timeline reflects an application that is provided in sufficient form and in a timely manner, the process can be shortened or lengthened dependent upon those factors.

Filing of an Application: An official application for a Special permit or Site Plan shall be submitted through the online Opengov permitting system. https://granbyny.portal.opengov.com/

Meeting Materials Submissions:

The Board consists of seven Members and a Clerk, the Board Attorney, and Town Engineer.
Initial Review Meeting - (10) ten copies to determine application completeness.
Formal Review meeting ~ (11) eleven copies required (one copy for County Referral, if necessary).

Initial Planning Board Review and Determination of Completeness: After receipt of application, the Planning Board shall review the material for completeness, if determined to be complete, a formal review will commence. If deemed as incomplete then the applicant will need to provide additional information or revision of materials to further the application status to complete before beginning the formal review.

Formal Review/Public Hearing: All Special Permits and many Site Plan Review applications require Public Notice and Hearing pursuant to NYS Town Law. Notice of Hearing to be published within official newspaper and in the Town website at least 5 days prior to the date thereof. Written Notice shall be sent by certified mail to owners in adjoining properties within 150-feet of subject property. Expenses incurred are to be paid by the applicant.

Additional Information:

- Within 62-days of the receipt of a complete application, the Planning Board shall conduct a Public Hearing. The Planning Board shall make a decision within 62-days after the close of a Public Hearing.
- Referral to the Oswego County Planning Department shall be made prior to the Public Hearing in accordance with GML 239-m.
- An environmental review in accordance with SEQRA, and with a Determination of Significance shall be performed by the Planning Board.
- Application Review fees and Costs: The applicant shall pay application fees that are annually established by the Town. The applicant shall be responsible for any additional legal, engineering, and other professional services incurred by the Town during project review. The Codes Enforcement Office may request a deposit toward anticipated fees, to be applied toward actual services incurred.