

**Planning Board
Application**

	<u>Site Plan</u>	<u>Subdivision</u>	<u>Special Permit</u>	Telecommunications <u>Special Use Permit</u>	<u>Wetlands</u>
Complete Application	Yes (Section 342-78)	Yes (Sections A348-8, 9, 10 and 20)	Yes (Section 342-70)	Yes (Section 342-116)	Yes (Section 192-5)
CAF	Yes	Yes	Yes	Yes	Yes
EAF	Yes	Yes	Yes	Yes Long Form EAF	Yes
Application Fees Paid	Yes	Yes	Yes	Yes	Yes
Escrow Deposit Established	Yes	Yes	Yes	Yes	Yes
Public Hearing	No	Yes	Yes	Yes	Yes

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<p>Notice By Village</p> <p>Publication of Public Hearing Notice</p>	No	<p>Yes</p> <p>Publication in the official newspaper and posting in at least three (3) prominent places in the Village at least five (5) days prior to the public hearing</p>	<p>Yes</p> <p>Publication in the official newspaper at least five (5) days prior to the public hearing</p>	<p>Yes</p> <p>Publication in the official newspaper at least five (5) days prior to the public hearing</p>	<p>No</p> <p>See Notice by Applicant</p>
<p>Personal or Certified Mail Notice to Adjoining Property Owners</p>	<p>No</p> <p>See Notice By Applicant</p>	<p>No</p> <p>See Notice By Applicant</p>	<p>No</p> <p>See Notice By Applicant</p>	<p>No</p> <p>See Notice By Applicant</p>	<p>Yes</p> <p>Village required to send notice of hearing by certified mail to all owners of land adjacent to the affected wetland or adjacent area and all known claimants of water rights which relate to any land within 100 feet of the boundary of the applicant's property at least fifteen (15) days prior to the public hearing</p>

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<p>Notice to Adjoining Municipalities</p>	<p>If the land involved lies within 500 feet of the boundary of any other municipality, the Village Clerk shall transmit to the municipal clerk of such other municipality by mail or email a copy of the official notice of any hearing on the application not later than ten (10) days before the hearing.</p>				<p>Planning Board must provide notice to each local government within whose boundaries any portion of the proposed regulated activity will be located at least fifteen (15) days prior to the public hearing.</p>
<p>Referral to County Planning Board</p>	<p>Applications for site development plan, subdivision or special permit approval involving property within 500 feet of the following: (i) the boundary of any city, village or town; or (ii) the boundary of any existing or proposed county or state park or any other recreation area; or (iii) the right of way of any existing or proposed county or state parkway, thruway, expressway, road or highway; or (iv) the existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines; or (v) the existing or proposed boundary of any county or state owned land on which a public building or institution is situated; or (vi) the boundary of a farm operation located in an agricultural district, as defined by Article 25-AA of the Agriculture and Markets Law, must be referred by the Village Planning Board to the County Planning Board</p>				<p>No</p>

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Notice By Applicant Publication of Public Hearing Notice	No	No See Notice by Village	No See Notice by Village	No See Notice by Village	Yes Applicant required to publish notice in the official newspaper at least fifteen (15) days prior to the public hearing
Personal or Certified Mail Notice to Adjoining Property Owners	Yes (to all property owners within 200 feet of any boundary line of the applicant's property at least ten (10) days prior to the scheduled hearing)	Yes (to all property owners within 200 feet of any boundary line of the applicant's property at least ten (10) days prior to the scheduled hearing)	Yes (to all property owners within 400 feet of any boundary line of the applicants property at least ten (10) days prior to the scheduled hearing)	Yes (Personal service or first class mail to all property owners within 250 feet of the perimeter of the applicant's property at least fourteen (14) or nineteen (19) days respectively prior to the date of the public hearing)	No See Notice by Village

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Sign	<p align="center">Yes</p> <p>Applicant must post one notification sign on the property at least ten (10) days prior to the scheduled hearing date and maintain the posted sign in place until the Planning Board has rendered its final decision. For specifications as to size and content of the sign see Section 342.77</p>	<p align="center">Yes</p> <p>The subdivider shall display prominently on his property for one week preceding the date of the public hearing at least one sign two feet by three feet in size</p>	<p align="center">Yes</p> <p>Applicant must post a notification sign on the property at least ten (10) days prior to the scheduled hearing date and maintain the posted sign in place until a final determination has been made on the application. For details regarding the size and location of the sign see Section 342-94(B)(2)</p>	<p align="center">Yes</p> <p>Applicant must post on the property at least one sign, a minimum of two feet by three feet in size, announcing the public hearing at least one week preceding the date of the public hearing. For details regarding sign specifications see Section 342-126(A)(6)</p>	<p align="center">No</p>

**Harbor and Coastal Zone
Management Commission
Application**

	Perimeter Permits	Construction and Reconstruction Permits	Consistency Determination
Complete Application	Yes See Section 240-20	Yes	Yes
CAF	Yes	Yes	Yes
EAF	Yes	Yes	Yes
Application Fees Paid	Yes	Yes	No
Escrow Deposit Established	Yes	Yes	Yes
Public Hearing	Yes	Yes	No
Publication of Public Hearing Notice	No	No	No
Notice By Applicant to Adjoining Property Owners	Yes (written notice to all property owners within 400 feet of any boundary line of the applicant's property)	Yes (If a construction or reconstruction results in a changed configuration of an existing marine structure, written notice to all property owners within 100 feet of the applicant's property line)	No

	<u>Perimeter Permits</u>	<u>Construction and Reconstruction Permits</u>	<u>Consistency Determination</u>
Signs	Applicant shall post one notification sign within three (3) days of acceptance of application and maintain the sign until a final decision is made. See Section 240-20 for sign specifications.	No	No
Notice to Adjoining Municipalities	No	No	No
Referral to County Planning Board	No	No	No

**Zoning Board of Appeals
Application**

	<u>Variance</u>	<u>Special Permit</u>	<u>Interpretation or Appeal</u>
Complete Application	Yes	Yes	Yes
EAF	Yes	Yes	Yes
Application Fees Paid	Yes	Yes	Yes
Escrow Deposit Established	Yes	Yes	No
Public Hearing	Yes	Yes	Yes
Notice By Village			
Publication of Public Hearing Notice	Yes Publication in the Village's official newspaper at least five (5) days before the date of the hearing	Yes Publication in the Village's official newspaper at least five (5) days before the date of the hearing	Yes Publication in the Village's official newspaper at least five (5) days before the date of the hearing

**Zoning Board of Appeals
Application**

	<u>Variance</u>	<u>Special Permit</u>	<u>Interpretation or Appeal</u>
Notice to Adjoining Municipalities	If the land involved lies within 500 feet of the boundary of any other municipality, the Village Clerk shall transmit to the municipal clerk of such other municipality by mail or email a copy of the official notice of public hearing thereon not later than ten (10) days before the hearing. A copy of the decision of the Board of Appeals shall be sent to the clerk of such other municipality.		
Notice By Applicant			
Notice to Adjoining Property Owners	Yes		No
	(to all property owners within 400 feet of any boundary line of the applicant's property, except for fences and boat storage where the distance shall be 200 feet, and to the area school district)		
Sign	Yes		No
	Applicant must post one notification sign on the property at least ten (10) days prior to the scheduled hearing date and maintain and update the posted sign in place until the ZBA renders its final decision on the application for sign specifications see Section 342-94.		

New York. There are NO meetings scheduled in the month of August.

5. Sixteen (16) Copies of a full application accompanied by a digital copy, supporting plans, surveys, and other documents shall be filed with the Building Department, along with the prescribed fees. (All applications must be individually collated.)

6. Public Hearing and Notice Requirements

6a. A public hearing shall be held by the Planning Board on any application for a special permit. Notice of such hearing shall be published by the Planning Board in one issue of the official newspaper of the Village and posted in at least three prominent places in the Village at least five days preceding the date of the hearing.

6b. In addition to any other notice required by law, the applicant shall notify, in writing, all property owners within ~~400~~ feet of any boundary line of the proposed site affected by the pending application. 200

6c. The notice shall be served personally or by certified mail, return receipt requested, upon all affected property owners at least 10 days prior to the scheduled public hearing date, and an affidavit of service shall be filed with the Secretary of the Planning Board at least five days prior to the scheduled public hearing date. In the event that service is effectuated by certified mail, then the return receipt shall be submitted to the Planning Board at the first hearing date.

6d. The applicant shall post one notification sign on the property which is the subject of said application at least 10 days prior to the scheduled public hearing date and must maintain the