

## Village of Spring Valley Planning Board Information Sheet

# Planning Board

### Application Instructions

#### **The following items are required in order to accept an application.**

1. A (complete) application form.
2. A (completed) application checklist (attached to application)
3. Payment of all required fees.
4. Comply with all of the Village of Spring Valley regulations pursuant to Chapter 232 and Chapter 255 and any other applicable regulations.
5. The application will not be deemed complete until all of these requirements and application checklists have been complied with.

\* Please be aware that the application process takes approximately 45 days from the date of submission to a scheduled Board meeting.

#### **The development approval process will consist of the following major stages.**

Step 1 – Submit application to Building Department

Step 2 – Completeness Review

- If **complete** proceed to Step 3
- If **incomplete** the application is returned to the applicant

Step 3 – Referrals

- The application, plans and supporting materials are referred to department, staff, consultants and other outside agencies such as County Planning.

Step 4 – CDRC Meeting

Step 5 – Application is placed on appropriate Boards Agenda

- Planning Board has jurisdiction of Site Plan and Subdivision applications
- ZBA has jurisdiction of variances and appeals and other powers as delineated in §255-56
- Village Board has jurisdiction of Special Permit and Zone Change applications
- If applicant requires approval from multiple boards the order of review is as follows:

1. Planning Board
2. Village Board

### 3. ZBA

Step 6 – SEQRA Review (approximately 2 to 3 meetings)

- Determination of Lead Agency/Declare Intent
- Declaration of Lead Agency and Adoption of Part 2
- Review Part 3 and Adoption of Negative Declaration

Step 7 – Referral to appropriate board and setting of Public Hearing

- Once SEQRA is closed the PB will refer the application to the VB if a special permit is required and/or the ZBA if variances are required

Step X – Return to CDRC to authorize the PB to set PH.

Step 8 – Return to PB to set a public hearing

- If applicant receives approvals from VB and ZBA the applicant returns to PB for consideration of Final Site Plan/Subdivision approval
- PB can set a PH.
- The Planning Board shall make a determination on the application within 62 days of the close of the public hearing.
- If application is approved move to step 9.

Step 9 – Return to PB for Final Approval

- If applicant receives approvals from VB and ZBA the applicant returns to PB for consideration of Final Site Plan/Subdivision approval
- Application can be approved, approved with conditions or denied.
- The Planning Board shall make a determination on the application within 62 days of the close of the public hearing.
- If application is approved move to step 9.

Step 9 – Check Plan Review

Step 10 – Signing of site development plan; referral to Building Inspector