

Village of Painted Post Application Packet

Contact Information:

Village Clerk

Phone Number: (607) 962-4605

Email: ppclerk@stny.rr.com

Code Enforcement Officer

Phone Number: (607) 936-4646

Email: bryanhallgren@yahoo.com

Planning Consultant

Phone Number: (607) 962-5092

Email: syezzi@stcplanning.org

Who Do I Contact?

Please obtain packets from the Village Clerk to determine the appropriate forms that must be completed for your individual project. The Clerk's office is located in Village Hall at the following address:

Painted Post Village Hall
261 Steuben Street
Painted Post, NY 14870

Once completed, submit two (2) copies of all forms to the Village Clerk for review. The Village Clerk will then distribute copies to the Planning Consultant to outline next steps and Planning Board processes.

CONTACT THE PLANNING CONSULTANT WITH ANY FURTHER QUESTIONS.

Application Requirements:

The following forms must be completed along with a **narrative** describing all criteria listed on the attached Site Plan Review Checklist, as applicable:

- Completed Application for Site Plan Review or Special Use Permit
- Short Environmental Assessment Form (EAF) Part I (unless Village Clerk recommends Full EAF Part I)

The Planning Consultant will then determine if the application is complete. If not, you will be contacted for additional information. Once the Planning Consultant deems the application complete, materials will be passed to the Village Clerk for Planning Board distribution.

Planning Board Process:

Once the application has been deemed complete by the Planning Consultant and passed to the Village Clerk, the Planning Board will review materials and discuss next steps. All applications typically require two meetings: one to review materials as a Board, and one for a public hearing, SEQRA review, and application approval/denial/approval with conditions or modifications.

Applications are due 15 days before the next Planning Board Meeting.
Planning Board Meetings are held on the 1st Wednesday of every month.

Meeting 1: The Planning Board is available for the applicant to ask any questions. The Planning Board will review materials and determine any information gaps or remaining questions for the applicant. If all information is provided either at this meeting or before the next meeting's deadline for materials, the Village Clerk will advertise for a public hearing. Please note, though it is not required that the applicant attend the meeting prior to the public hearing and final review, it is highly recommended. This will ensure that all information has been obtained in a timely manner.

Meeting 2: The Planning Board will hold a public hearing, if advertised. The Planning Board will review SEQRA EAF Form Part 1 and complete parts 2 and 3, as required for the individual development proposal (see below, State Environmental Quality Review Act). For Special Use Permit Applications, the Planning Board will then apply appropriate conditions to the application. The Planning Board will then make a motion to approve or deny the application unless more information is needed.

State Environmental Quality Review Act (SEQRA):

Type I Actions: large residential projects, development exceeding 10 acres, or large projects exceeding other thresholds as stated in DEC's 617.4 of the State Environmental Quality Review (SEQRA). All applicants with large development plans shall complete the Full EAF Part 1 as determined by the Code Enforcement Officer. Please contact the Planning Consultant with any questions regarding Type I Actions.

Type II Actions: Actions as listed in section 617.5 of SEQRA do not require further environmental review. Applicants shall complete the Short EAF Part 1 for all applications. Type II actions will then be deemed complete by the Planning Board once the action is classified.

Unlisted Development: Any development not classified in either category requires a Short EAF Part 1 and further discussion with the Planning Consultant. A Full EAF Part 1 may be required.

***Environmental Impact Statements (EIS) are required for certain large developments. If required, a more extensive review process will take place. This process takes multiple meetings to complete.*

Southern Tier Central
Regional Planning & Development Board



Village of Painted Post Planning Board Schedule

Application Due Date:	Planning Board Meeting:
Tuesday, June 18, 2019	Wednesday, July 3, 2019
Tuesday, July 23, 2019	Wednesday, August 7, 2019
Tuesday, August 20, 2019	Wednesday, September 4, 2019
Tuesday, September 17, 2019	Wednesday, October 2, 2019
Tuesday, October 22, 2019	Wednesday, November 6, 2019
Tuesday, November 19, 2019	Wednesday, December 4, 2019
Tuesday, December 17, 2019*	Wednesday, January 8, 2020*
Tuesday, January 14, 2020	Wednesday, February 5, 2020
Tuesday, February 18, 2020	Wednesday, March 4, 2020
Tuesday, March 17, 2020	Wednesday, April 1, 2020
Tuesday, April 21, 2020	Wednesday, May 6, 2020
Tuesday, May 19, 2020	Wednesday, June 3, 2020

* Meeting may be cancelled due to holidays