

APPLICATION PROCEDURE FOR THE SITE PLAN REVIEW BOARD

WHEREAS, pursuant to Section 264-11 of the Village Code, the Planning Board is permitted to adopt rules and regulations to facilitate its review of site plan applications.

WHEREAS, the Planning Board recognizes that certain building permit applications do not require the full review and expense of a public hearing, or site plan review by the full Board either because of the minor nature of the project, or because of a lack of significant adverse features of the building site.

WHEREAS, in order to expeditiously move such applications forward, the following procedures are adopted:

SECTION I:

1. The Building Inspector, after his review of a building permit application and the receipt of any comments from the Village Engineer, may refer a report on a building permit application to the Chairman of the Planning Board when he believes the work may be minor in nature, and may not require review by the full board, with a copy to each of the other Board members. All comments from other members of the Planning Board shall be received by the Chairman within one-week of circulation.
2. The Chairman of the Planning Board or his designee shall review building permit applications referred to it under these rules and regulations within ten (10) days of receipt.
3. If after review of a building permit application and consideration of comments from the Board members referred to the Chairman, he/she is granted the authority to waive the public hearing requirements contained in Section 264 of the Village Code upon his determination that the project is minor in nature or of low impact to the community or environment and is in no need of further review after consideration of the following criteria:
 - a. The location, arrangement, size, design and general site compatibility of the proposed and existing buildings and structures, including any potential future auxiliary structures and uses;
 - b. The adequacy of stormwater and drainage facilities for the proposed construction.
 - c. The adequacy, type and arrangement of existing trees, shrubs and other landscaping or natural screening constituting a visual and/or noise buffer between the applicant's land and adjoining lands, or alternative planting plans.
 - d. The overall impact of the proposed development on the neighborhood and surrounding uses, including compatibility of architectural and design considerations.

- e. Protection of adjacent or neighboring properties against noise, light, glare, disturbances and nuisances.
4. If the Chairman, after reviewing the application and comments of the other Board members, determines that the Application does not require a full public hearing pursuant to Section 264 of the Village Code, he shall direct the Building Inspector to have the Applicant send notice of such decision by regular mail to all property owners within 1,000 feet of the property asking for any objections to the issuance of the requested permit.
5. Upon at least 14-days having elapsed from the date of mailing, and no objection having been received by the Village, the Building Inspector is authorized to issue the requested permit.
6. All actions and decisions made by the subcommittee shall be recorded by the Clerk of the Board, and a copy of the minutes of the meeting shall be kept as a public record.

SECTION II - Application and meeting procedure:

1. The Applicant shall submit a building permit application in conformance with the procedures currently set forth by the Building Department. To the extent the Building Inspector believes any of the required data or information may be omitted he shall review his decision to do so with the Chairman prior to waiving submission of that data or information