

Planning Board Applications

The Planning Board is responsible for reviewing all sub-divisions and commercial Site Plan Applications within the Village. During this oversight process, the Planning Board insures that code regulations involving the health, safety and welfare of the public are addressed, and that pertinent agencies are apprised of the progress of the applicant's project.

1. Planning Board application forms with detailed instructions are available at the Building and Zoning Department in the Municipal Building at Six Corners, Monday through Friday, between the hours of 9:00 am and 4:00 pm.
2. Eight complete Planning Board applications (2 signed and notarized originals and 6 photocopies) shall be submitted to the Planning Board Secretary (intake person), at the Building and Zoning Department, who is responsible for the completion of an Application Intake Checklist.
3. Planning Board applications which are not complete or do not have the required attachments will not be accepted by the intake person. Applications and copies of the Application Checklists will be returned.
4. Applications to the Planning Board will be eligible to be placed on the agenda of the next scheduled Monthly meeting if filed by no later than 4 pm on the day of the current monthly meeting. Planning Board meetings are held on the 2nd Thursday of every month.
5. Planning Board applications and attachments which are deemed to be complete, must be date stamped. Copies of applications and attachments will be forwarded to the Village Engineer, Village Attorney, and Planning Board Chairperson.
6. The Village Engineer shall complete the review for completeness of applications by no later than five (5) working days after the day of receipt of Planning Board applications.
7. In the event that additional information is required to complete the initial review of Planning Board applications, the Village Engineer will contact the applicants immediately. In such situations, the Village Engineer will complete the initial review within five days (5) after receipt of the additional submissions.
8. The Village Engineer shall provide the Planning Board Secretary with a list of new applications eligible to be placed on the agenda of the upcoming meeting by no later than the Thursday three (3) weeks prior to the meeting.
9. Planning Board Secretary will verify that the listed properties do not have outstanding violations or alarm fees owed the Village prior to preparing the official meeting notice.
10. The Planning Board meeting notice will be sent to the official newspaper by the Friday, three (3) weeks prior to the meeting. Applications which are withdrawn after the publication of the meeting notice will remain on the agenda for an official resolution at the meeting.
11. Planning Board Secretary will send out the meeting notice to the Planning Board members, holdovers, new project applicants and bounders which touch the subject property on the north, south, east and west by the following Thursday two (2) weeks prior to meeting, except for bounders on applications for Site Plan Waivers or Subdivision Waivers .
12. The Planning Board Meeting Notice will appear in *The Southampton Press, Western Edition* or other official newspaper two weeks prior to the meeting.
13. Projects recommended by the Building Administrator for issuance of a Certificate of Occupancy will be included on the next scheduled meeting agenda if received by no later than the Thursday two (2) weeks prior to the meeting.

14. Applications for site plan waivers and additional submissions which have been received and deemed complete by the Thursday two (2) weeks prior to the meeting, may be placed on the meeting agenda at the discretion of the Village Engineer.
15. The Village Engineer will issue a comprehensive status report (memo) on all applications, (including holdovers, site plan waivers, certificate of occupancies) by no later than one week prior to the meeting date. The memo is forwarded to the Planning Board members and Village Attorney.
16. Prior to the preparation of the final meeting agenda, the Planning Board secretary will verify that there are no violations outstanding on any property whose application is scheduled for review. Where outstanding violations are found, that property's application will be removed from the agenda.
17. After the meeting, the Planning Board Secretary will forward the approved site plan, site plan waivers, and certificate of occupancies to the Building Inspector by no later than Wednesday following the meeting. Approved site plans, subject to covenants which must be filed prior to the issuance of a building permit, will also be forwarded to the Building Inspector at that time.
18. A copy of all final decisions will be filed with the Village Clerk's Office for recording after the Planning Board meeting, and a copy of the decision will be mailed to the applicant by the Planning Board secretary.
19. The Planning Board secretary will retain all files approved, subject to covenants/conditions, which must be complied with prior to the issuance of building permits. Such files will be forwarded to the Building Administrator as soon as all submissions are received by the Planning Board Secretary.
20. The Building Department will issue building permits for approved site plans or site plan waivers as soon as all required documents and attachments are submitted and deemed to be complete by the Building Administrator.
21. Applications which have been approved by the Planning Board and require an architectural review will be referred to the Architectural Review Board.
22. Applicants must sign (Building Permit Inspection Checklist Form) prior to receiving building permits. Applicants must also show Proof of Workmen's Compensation or sign an Affidavit of Exemption Form before the Building Permit can be issued.
23. Prior to issuance of a Certificate of Occupancy, applicants must file three (3) copies of final surveys showing all the improvements approved by the Planning Board. The Village Engineer and Building Administrator shall each receive one (1) copy of the final surveys.
24. Complete project review by the Planning Board is required prior to issuance of a Certificate of Occupancy.