



Marion Planning Board

Background and Application Instructions

Planning Board Purpose:

The Marion Planning Board exists to review and make specific recommendations regarding land use within the Town.

A formal application to the Planning Board must be completed for actions involving a special use permit, site plan approval, use variance, or a subdivision approval requiring municipal review.

The Board has the authority to review and approve, approve with modifications, or disapprove specific site plans and certain land use as set forth in the Town's ordinance.

Overall guidance for the use and development of property within the town will be in accordance with the Town's Comprehensive Plan. The plan details the long-term vision for land use and development within the Town of Marion.

This brochure is designed to assist applicants as they move through the Planning Board approval process.

Marion Planning Board
3823 North Main Street
P.O. Box 260
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Phone: (315) 926 - 4169
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Application Instructions

1. Application:

A. Reference and Assistance: Applicants are encouraged to refer to the Town's Zoning and Subdivision Regulations for complete requirements and procedures. *(available in the Town's Code Enforcement Office)*

Application assistance may be obtained from the Code Enforcement Officer. *(reference contact information on the front of this brochure)*

B. Submission Deadline: The completed application and any supporting information must be submitted to the Planning Board Secretary no later than the tenth of the month preceding the next regularly scheduled Planning Board meeting. Meetings are held on the first Tuesday of the month. *(Reference timeline diagram below)*

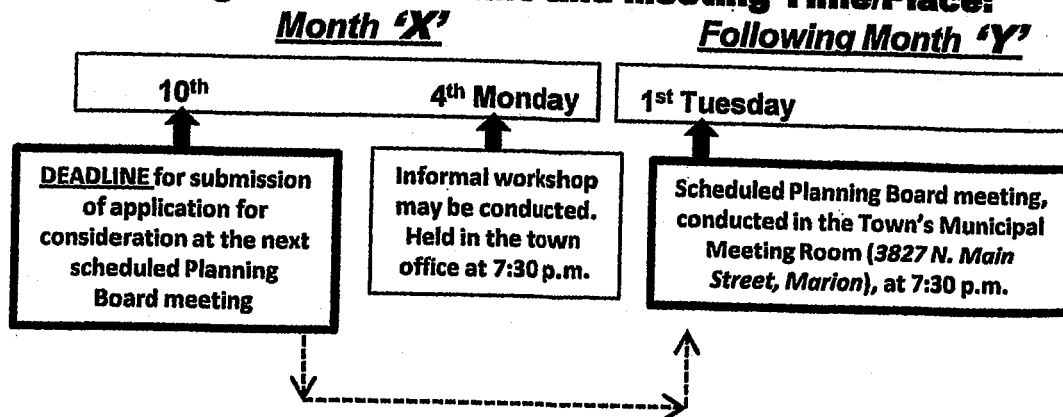
C. Application Requirements: Applications shall include:

1. A Planning Board Application form and Environmental Impact Statement must be completed and submitted for the planned project.
2. Seven (7) copies of plans and related documents that supply information as required by the Zoning and Subdivision Regulations.

All drawings must be stamped by an engineer licensed by the State of New York.
(Reference drawing requirements on back page)

3. Payment of appropriate fees
(Fee Schedule -- available at the Town Hall)

2. Planning Board Schedule and Meeting Time/Place:



3. Review, Approvals and Filing:

- A. Review:** Site plans and related data and documents shall be reviewed by the town engineer, other town departments, county and/or state departments and recommendations made to the Planning Board. Costs incurred for any review(s) shall be borne by the applicant.
- B. Discussion:** Formal review and discussion on the proposed action, including input received from other agencies, will be conducted at a regularly scheduled Planning Board meeting. A public hearing on the proposal, if required, will also be held at a scheduled Planning Board meeting.
- C. Attendance:** Applicants or their representative(s) are to be present, to respond to Board member's questions, at scheduled Planning Board meetings dealing with the application. Applicant representation is also required at any public hearing scheduled on the pending action.
- D. Informal Workshop:** Workshops are held in the Town's Office on the fourth Monday of the month as necessary. The applicant or their representative(s) are welcome to participate with Board members in an informal workshop to work out any complexities regarding the application and the actions being requested.
- E. Following approval:** A mylar (plastic copy) and four (4) paper copies of the approved plans must be provided for the Board Chairman's signature and approval stamping.
- F. Filing:** **The signed mylar, must be filed with the Wayne County Clerk within 90 days of the Board's approval date.**

Failure to file within the 90 day timeframe, will result in the Board's approved action becoming null and void!

Extensions: The 90 day filing period with the County Clerk may be extended upon written request to the Board and their subsequent approval. Extension requests must be received by the 10th of the month preceding the month in which the 90 day filing period expires. A maximum of two (2) 90 day extensions may be granted by the Board.

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3. Review, Approvals and Filing (continued):

G. Failure to Gain Board Approval within One Year: If final approval for a subdivision has not been granted within one (1) year from the date the application was received, the applicant may be required to re-submit the application to the Planning Board for a current review and possibly another public hearing.

Drawing Requirements:

The following is designed to assist applicants and engineers in the preparation of drawings for submission to the Planning Board.

Drawings should include, but not necessarily be limited to, the following details:

- lengths and compass bearing of the property lines and boundaries
- physical location and dimensions of the house, septic system, driveway and other structures on the property
- distances of the house and structures to the property lines and set back from the road
- the calculated areas of the parcels involved
- location of pins and stakes
- location of utility poles and easements
- tax map numbers and names of adjacent land owners
- scale used for drawing measurement
- legend, identifying symbols used
- site location map in upper right corner, showing where the property is located with respect to the surrounding roads
- name and certification data of the preparing engineer