

APPLICANT FOR SITE PLAN REVIEW

Welcome. Hopefully the following will be helpful to you as you begin completion of the application for 'Site Plan Review'.

1. Why do I need a Site Plan Review?

According to **Section 119-76** of the Zoning Codes of the Village of Canisteo, the Planning Board is to review, approve, or disapprove with modification Site Plan Development prior to issuance of a "Special Use Permit" in any District of the Village or any "Permitted Principal Use" in the Industrial, General Commercial, or Central Business Districts.

2. Have you consulted the Codes Enforcement Office for Zoning Clearance?

The Codes Enforcement Officer determines if the business that you wish to establish, is permitted according to the Zoning for the District in which the site of your choice, is located. This must be done before applying for a Site Plan Review.

3. When No. 2 above has been done, please find attached here the "Application for a Site Plan Review," to be completed.

In addition, please call 698-4553, Bobby Jo Sherman, so that you may be included on the next monthly meeting agenda of the Planning Board. (It may be helpful to schedule you for a pre-submittal application conference, if needed. This is to help you with the process and make the best use of time in completing the application.) Questions are welcomed.

4. When does the Planning Board meet?

The Planning Board regularly meets every third Wednesday of each month at 7:00 pm. In the case that your needs may need to be met prior to this, special arrangements can be made.