

ZONING

207 Attachment 3

Town of Massena

Planned Unit Development (PUD) Process Flow Chart

Step 1:

Applicant applies to the Town Planning Board for a PUD. (Application must include what is listed in § 207-37B and adhere to general requirements in § 207-37C.)



Step 2:

Town Planning Board reviews sketch plan and related documents and issues a report. (Report must be issued within 62 days of meeting where sketch plan is presented.)



Step 3:

Once the report is issued, the applicant submits a preliminary PUD development plan to the Planning Board. A letter indicating how the development will comply with site plan and special use criteria contained in Chapter 207, Zoning, is also required [see § 207-37B(3)].



Step 4:

Within 62 days of receipt of the completed preliminary PUD development plan, the Planning Board must hold a public hearing, take SEQRA action and act on the plan.



Step 5:

Once the PUD development plan is approved or rejected by the Planning Board, it must be filed in the Office of Town Clerk. Any approval is conditional on the Town Board taking action to create a PUD. Denial of a PUD development plan by the Planning Board or the Town Board is subject to judicial review.



Step 6:

The Town will forward the PUD application to the County Planning Board if required. (County Planning Board action is required before final approval can occur at the Town level.)



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Step 7:

Within 90 days of receiving the Planning Board's recommendation, the Town Board must hold a public hearing and take final action on the PUD district designation.



Step 8

The applicant prepares a final PUD development plan for submission to the Planning Board within 12 months of preliminary approval.



Step 9:

Within 62 days of the receipt of the final PUD development plan, the Town Planning Board must take final action.



Step 10:

Once approved, the application is forwarded to Building Inspector, the PUD final development plan is filed in the St. Lawrence County Clerk's office, and building permits are issued once all required improvements are installed or a performance bond is posted.



Step 11:

Project proceeds.