

Applicant Name: _____
Tax Map No.: _____
Application No.: _____

SITE PLAN/SPECIAL USE PERMIT REVIEW CHECKLIST

Before Initial Meeting

Application received: _____

(See Town Law for required contents for site plan and special use permit applications)

Check for: Outstanding CEO Matters _____

Prior applications on same or abutting parcels _____
(Include such information in file)

Fee paid: _____

Pre-Public Hearing

SEQRA Type Determined: _____

Application Deemed Complete: _____

Other Involved Jurisdictions Notified: _____
(list and date)

Response Received from Other Jurisdictions: _____

Public Hearing Date Set: _____

Notice Published for Hearing: _____

List of Neighbors to be Notified Provided to Applicant: _____

At/After Public Hearing

Receipts of Neighbor Mailings Received: _____

Hearing Held: _____

Hearing Closed: _____

Decision

SEQRA Review Completed: _____

Application Approved/Approved with Conditions/Denied: _____

Decision Mailed to Applicant: _____

Extension Granted: _____

Conditions Confirmed as Satisfied: _____

Map Signed as Approved: _____

Approved Maps Mailed or Picked up: _____