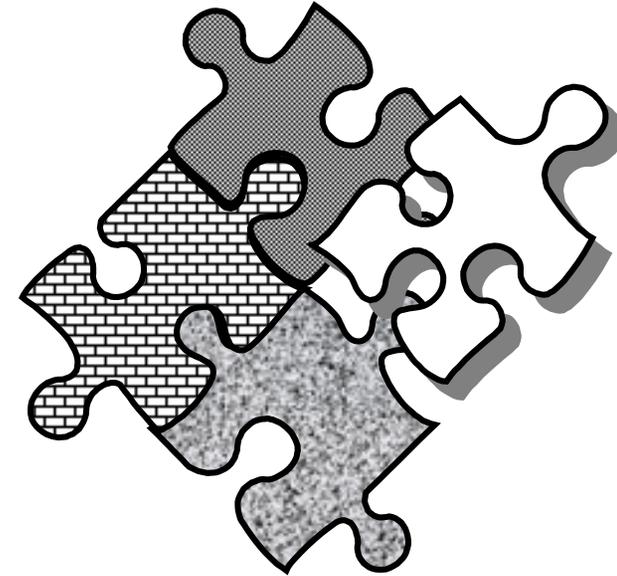


The Ontario County
Planning Board meets on the
Second Wednesday of each
Month at 7:30-pm,
20 Ontario St
Canandaigua, NY 14424

The support staff and
volunteer members of the
County Planning Board
never lose sight of the fact
that this process is in place
solely to serve the public
and to help them build a
better community.

If you have any questions,
you may call **Tim Jensen** at the
Ontario County Planning Dept.
(716) 396-4457
7-5:30pm M,T, & Th or Friday, 7-3
Tim.Jensen@co.ontario.ny.us

Why is my local
application being
reviewed by the
County Planning
Board?



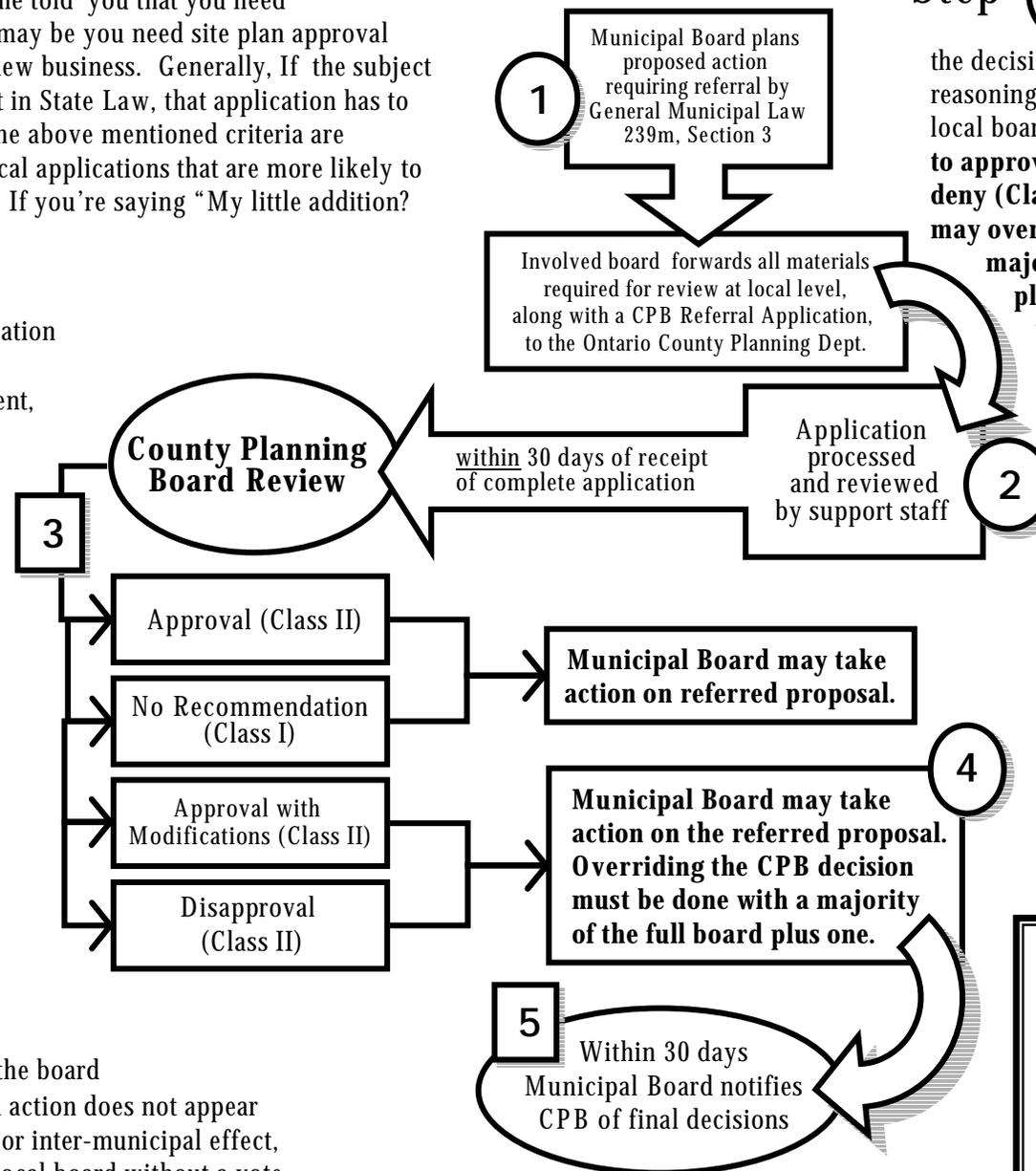
A brief overview of the
Ontario County
Planning Board referral
process

Step 1 You tried to get a building permit from the local code enforcement officer and he/she told you that you need a variance from the ZBA. It may be you need site plan approval from from your local planning board for your new business. Generally, If the subject property/proposal meets certain criteria laid out in State Law, that application has to be reviewed by the County Planning Board. The above mentioned criteria are structured to allow for CPB review of those local applications that are more likely to have a County wide or inter-municipal impact. If you're saying "My little addition? You must be kidding!", keep reading.

Step 2 Once the **complete** application has been forwarded to the County Planning Department, staff review the application for County wide or inter-municipal impacts. Work with your local Code Enforcement Officer to make sure that the application contains all those materials required for local review before it is sent on to the County. The last thing you want is to have the application deemed incomplete. If that happens, the CPB must wait until it has enough information to do a Complete review of the proposal. That means waiting another month. County Planning Dept. staff will do what they can during their review to bring together the information. Be aware that review time is limited.

Step 3 **Class I or Class II?** If the board decides that the proposed action does not appear to have any county-wide or inter-municipal effect, it is deemed a **Class I** and sent back to the local board without a vote by the CPB. If the Board classifies the proposal as a **Class II**, they will vote to approve or deny. Modifications to the proposal may be added to any approval. For example the Board may make approval contingent upon the applicant providing adequate landscaping. Be aware that the scale of a project is not the only factor taken into account when considering whether an application should be put to a vote. **A small project in an inappropriate space may often have have a large scale effect.**

Step 4 Once the County Planning Board has taken action, the decision along with the reasoning behind it, is sent to the local board. **If the county voted to approve with modifications or deny (Class II), the local board may override that decision with a majority of the full board, plus one.** If the application was determined to be a Class I, the local board may proceed as normal.



In short, the County needs an opportunity to review those development proposals that might have a significant effect beyond the town, village, or city boundaries.