

# TOWN of IRA PLANNING BOARD

Town of Ira Municipal Building, 2487 West Main Street, Cato, NY 13033

## PROCEDURE for a PLANNED DEVELOPMENT DISTRICT (PDD)

### Required Procedure

### Submitted to:

1. Informal Meeting
  - A. Discuss possibility of the project
2. Pre-Application
  - A. Rough sketch of plan per Zoning Law
  - B. Written description per Zoning Law
3. Application plus non-refundable fee of \$1,500.00
  - A. Drawings to scale per Zoning Law (6 copies)
  - B. Written description per Zoning Law
4. Town Board turns over application to Planning Board
5. Planning Board may require the following:
  - A. Drawings to Scale — include:
    1. Lighting
    2. Parking
      - a. Location and Dimensions
    3. Refuse Storage
    4. Signage
      - a. Location and Size
    5. Landscaping
    6. Size & Placement of all Structures and Major Land Uses
      - a. Height
      - b. Square Footage
      - c. Setback Distances
    7. Placement of Driveways
  - B. DOT (State, County, Town)
  - C. SEQRA — Part I, Short/Long Form
  - D. County Board of Health
    1. Septic
    2. Water
  - E. DEC Permits
  - F. Copy of Signed Application
  - G. Utilities
    1. Telephone
    2. Electric
  - H. Drainage
    1. Stormwater Management & Erosion Control Plan may be requested
  - I. Topography Map
  - J. Agricultural Data Statement Part I
  - K. Fire Department (Ira, Cato, Meridian)

6. Planning Board to submit application to County Planning for Review if applicable.
7. Upon receipt of a report/recommendation from the Planning Board, the Town Board may then consider the application for the PDD for amendment of the Zoning Law.
8. Town Board establishes the date for a Public Hearing
9. Town Board APPROVES or DENIES amendment to redistrict for PDD

ALL PAPERWORK SHALL BE IN THE POSSESSION OF THE PROPER BOARDS TEN (10) DAYS PRIOR TO THEIR MEETINGS.

IRA TOWN BOARD meets the FIRST WEDNESDAY of each month at 7:00PM at the Town of Ira Municipal Building. Call Supervisor James Lunkenheimer at 626-6905, Ext. #2

IRA PLANNING BOARD meets the THIRD THURSDAY of each month at 7:00PM at the Town of Ira Municipal Building. Call 626-6905, Ext. #5 and leave a message.