The town planning board process involves a series of steps designed to guide and regulate the development and use of land within a municipality. Here's a general overview of the typical steps involved:

1. Pre-Application Meeting (Client and/or Engineer)

- **Purpose:** Informal discussion between the applicant (developer or property owner) and the planning board or planning department staff.
- **Goals:** Understand project goals, assess feasibility, discuss requirements, and identify potential issues.

2. Application Submission (Client and/or Engineer)

- **Documents Required:** Completed application form, site plans, architectural drawings, environmental impact statements (if applicable), and other relevant documents. Electronic submissions required for certain towns via a permitting software (e.g. Town of Canandaigua uses Cloudpermit).
- **Fees:** Payment of application fees.

3. Application Review (Municipality)

- **Initial Review:** Planning staff checks for completeness and compliance with zoning laws and other regulations.
- **Distribution:** The application is distributed to relevant agencies and departments for review (e.g., public works, fire department, environmental agencies).

4. Public Notification (Engineer/Municipality)

- **Notification Requirements:** Public notices are sent to neighboring property owners, posted on-site (typically via a lawn sign- our team can coordinate on your behalf), and potentially published in local newspapers.
- **Hearing Date:** The date for the public hearing is set and announced.

5. Public Hearing (Client and/or Engineer)

- **Presentation:** The applicant presents the project to the planning board and the public.
- **Public Input:** Community members provide feedback, raise concerns, and ask questions.
- **Board Discussion:** The planning board discusses the project, considering public input and regulatory compliance.

6. Staff Report (Municipality)

- **Preparation:** Planning staff prepares a report summarizing the application, findings, and recommendations.

- **Content:** Includes analysis of compliance with zoning laws, environmental impact, and other relevant factors.

7. Board Deliberation and Decision (Municipality)

- **Review:** The planning board reviews the staff report, public input, and all submitted materials.
- **Decision:** The board votes to approve, conditionally approve, or deny the application.
- **Conditions:** If approved with conditions, the applicant must meet specified requirements.

8. Post-Decision Actions (Municipality)

- **Documentation:** A written decision is issued, detailing the board's findings and any conditions of approval.
- **Appeals:** There is a period during which the decision can be appealed by the applicant or other interested parties.
- **Implementation:** If approved, the applicant proceeds with obtaining necessary permits and fulfilling conditions.

9. Permitting and Compliance (Client and/or Engineer)

- **Building Permits:** The applicant applies for building permits and other necessary approvals.
- **Inspections:** Ongoing inspections ensure compliance with approved plans and conditions.

10. Project Completion (Client and/or Engineer)

- **Final Inspection:** A final inspection ensures all work complies with the approved plans and conditions.
- **Occupancy Permit:** If compliant, an occupancy permit is issued, allowing use of the new development.

Key Considerations:

- **Public Participation:** Ensures community involvement and transparency.
- **Regulatory Compliance:** Ensures the project meets all local, state, and federal regulations.
- **Environmental Impact:** Assesses and mitigates potential environmental effects.

Common Challenges:

- **Community Opposition:** Addressing concerns and opposition from local residents.
- **Regulatory Hurdles:** Navigating complex zoning and environmental regulations.
- **Project Modifications:** Making adjustments to the project to meet conditions or resolve issues.

This process can vary depending on the specific requirements of the municipality and the complexity of the project.