

# **Village of Newark**

100 East Miller Street, Newark, New York 14513

Phone (315) 331-4770

Fax (315) 331-9767

## ***CHECKLIST FOR DEVELOPMENT***

### **Developer Fees:**

\_\_\_\_\_ Water hook-up

\_\_\_\_\_ Sewer hook-up

\_\_\_\_\_ Engineering costs where applicable

\_\_\_\_\_ Planning/Zoning Board application fee

\_\_\_\_\_ Building permit fee

### **Site Plan Approval:**

\_\_\_\_\_ Wayne County Planning Board Review

\_\_\_\_\_ Village Planning Board Review

\_\_\_\_\_ Village Zoning Board of Appeals Review  
if variances (area or use) are required

### **Engineered Site Plan (to include the following):**

\_\_\_\_\_ Topography

\_\_\_\_\_ Stormwater management plan

\_\_\_\_\_ Water and sewer locations

\_\_\_\_\_ Lighting

\_\_\_\_\_ Parking spaces, including handicap spaces (proposed and required)

\_\_\_\_\_ Signage location

\_\_\_\_\_ Landscaping

\_\_\_\_\_ Elevations of building

\_\_\_\_\_ Front, rear and side yard setbacks indicated on plan (proposed and required)

\_\_\_\_\_ Lot coverage (proposed and permitted)

**Engineered Site Plan (to include the following): (Continued)**

\_\_\_\_\_ Lot frontage (proposed and required)

\_\_\_\_\_ Lot area (proposed and required)

\_\_\_\_\_ Building height (proposed and permitted)

\_\_\_\_\_ Refuse location (dumpster enclosure required)

\_\_\_\_\_ All building dimensions shown on the plan

**Planning/Zoning Application(s):**

\_\_\_\_\_ Completed Village of Newark Planning Board application & related EAF forms

\_\_\_\_\_ Agreed upon lot size and location; submittal of site plan & building elevations

\_\_\_\_\_ Payment of application fee (\$60.00 made payable to the Village of Newark)

\_\_\_\_\_ Letter of Intent

\_\_\_\_\_ Village of Newark Zoning Board of Appeals application if variances (area or use) are requested

**Land for Jobs and Village of Newark Financial Incentives:**

\_\_\_\_\_ Applicant(s) has initial contact with Village of Newark representative.

\_\_\_\_\_ Applicant(s) receives LFJ contract, EDLP fact sheet and EDLP application, if necessary.

\_\_\_\_\_ Applicant provides Program Administrator with completed documents, and all necessary and relevant information required by both programs. Includes financial information for past three years from tax returns, three year forward income statement projection, NYS-45 & NYS-45ATT for past eight quarters, hourly wages and salaries for all individuals contained in the payroll reports, and number of hours worked per quarter for each of the individuals.

**Land for Jobs and Village of Newark Financial Incentives: (Continued)**

- \_\_\_\_\_ Complete financial review and analysis performed by Program Administrator, include “Industry Ratio Analysis” and credit checks run on applicant(s).
- \_\_\_\_\_ Meeting set up with Loan Committee, along with financial review summary emailed to the individual members.
- \_\_\_\_\_ Meeting with Loan Committee, followed by meeting with applicant(s) immediately following. Determine “Initial Employment Level” at this time, according to method prescribed in both programs.
- \_\_\_\_\_ A signed, agreed upon number of starting jobs along with an agreement to create one (1) full time job for each acre of land requested. Two (2) years to create the jobs and each created job must be maintained for a minimum of one (1) year.
- \_\_\_\_\_ Each job shall be for low to moderate income as per outlined in the U.S. Department of Housing and Urban Development guidelines.
- \_\_\_\_\_ Recommendation made to Board if all relevant and important questions answered.
- \_\_\_\_\_ Board makes official decision to accept or reject application.
- \_\_\_\_\_ Complete and obtain signatures for “Purchase and Sales” contract.
- \_\_\_\_\_ Have Village Attorney complete “LFJ- EDLP Loan and Security Agreement”; have all relevant parties sign.

**Miscellaneous Information:**

- \_\_\_\_\_ There may be additional financial incentives thru Wayne County or New York State which will be reviewed during initial discussions and based upon the information presented by the developer to the Economic Development Facilitator, the Village of Newark Treasurer and the WCIDA.

**Miscellaneous Information: (Continued)**

Verify that all approvals from other involved agencies and/or departments have been granted prior to the issuance of a building permit:

- \_\_\_\_\_ Department of Transportation
- \_\_\_\_\_ Department of Health
- \_\_\_\_\_ Department of Environmental Conservation
- \_\_\_\_\_ Canal Authority
- \_\_\_\_\_ Army Corp of Engineers
- \_\_\_\_\_ Wayne County Planning Board
- \_\_\_\_\_ Village Engineer
- \_\_\_\_\_ Village Operations Department
- \_\_\_\_\_ Village Fire Department
- \_\_\_\_\_ Village Police Department
- \_\_\_\_\_ WCIDA
- \_\_\_\_\_ Where applicable, the developer shall be responsible to install a testing manhole for monitoring purposes (to be determined by Corky Timerson)
- \_\_\_\_\_ Completion of SEQR process including long/short EAF

Developer shall verify all utility requirements prior to issuance of a building permit:

- \_\_\_\_\_ Telephone
- \_\_\_\_\_ Cable, Internet, Time Warner, Road Runner
- \_\_\_\_\_ Water Service Size
- \_\_\_\_\_ Any Special Sewer or Stormwater Requirements
- \_\_\_\_\_ Gas Service
- \_\_\_\_\_ Electric Service
- \_\_\_\_\_ Fiber Optics
- \_\_\_\_\_ RPZ Device (Backflow Preventer)
- \_\_\_\_\_ ***This checklist shall be given to the developer***

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## **LAND FOR JOBS ECONOMIC DEVELOPMENT LOAN PROGRAMS**

### **APPLICANT NAME**

### **TIMELINE**

1. Applicant(s) has initial contact with Village of Newark representative.
2. Applicant(s) receives LFJ contract, EDLP fact sheet and EDLP application, if necessary.
3. Applicant provides Program Administrator with completed documents, and all necessary and relevant information required by both programs. Includes financial information for past three years from tax returns, three year forward income statement projection, NYS-45 & NYS-45ATT for past eight quarters, hourly wages and salaries for all individuals contained in the payroll reports, and number of hours worked per quarter for each of the individuals.
4. Complete financial review and analysis performed by Program Administrator, include "Industry Ratio Analysis" and credit checks run on applicant(s).
5. Meeting set up with Loan Committed, along with financial review summary emailed to the individual members.
6. Meeting with Loan Committee, followed by meeting with applicant(s) immediately following. Order LUNCH for Loan Committee. Determine "Initial Employment Level" at this time, according to method prescribed in both programs.
7. Recommendation made to Board if all relevant and important questions answered.
8. Board makes official decision to accept or reject application.
9. Complete and obtain signatures for "Purchase and Sales" contract.
10. Have Village Attorney complete "LF- EDLP Loan and Security Agreement"; have all relevant parties sign.

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## ***CHECKLIST FOR DEVELOPMENT***

### **Developer Fees**

- 1.) Water hook-up
- 2.) Sewer hook-up
- 3.) Engineering costs where applicable
- 4.) Planning/Zoning Board application fee
- 5.) Building permit fee

### **Site Plan Approval**

- 1.) If required by General Municipal Law Section 239-m, attend Wayne County Planning Board meeting (see schedule)
- 2.) Attend Village Planning Board Review
- 3.) Attend Village Zoning Board of Appeals review if any variances (area or use) are required
- 4.) Engineered site plan adhering to Chapter 134 of the Code of the Village of Newark
- 5.) Complete Planning Board Application
- 6.) Complete Village of Newark Zoning Board of Appeals application if any variances (area or use) are requested
- 7.) Payment of one hundred (100) dollars to the Village of Newark
- 8.) Letter of Intent
- 9.) Agreed upon lot size and location

### **Land for Jobs and Village of Newark Financial Incentives**

- 1.) Business plan
- 2.) Financials for the previous three (3) years
- 3.) See Land for Jobs Policy Section D. Jobs/acre, etc.

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### **Land for Jobs and Village of Newark Financial Incentives (Continued):**

- 4.) Each job shall be for low to moderate income as per outlined in the U.S. Department of Housing and Urban Development guidelines.
- 5.) Each applicant shall be responsible to present whatever information the Loan Committee feels is relevant to make an educated decision on the application presented to the committee.
- 6.) Completed loan application (same application for land for jobs)

### **Miscellaneous Information**

- 1.) There may be additional financial incentives thru Wayne County or New York

State which will be reviewed during initial discussions and based upon the information presented by the developer to the Economic Development Facilitator, the Village of Newark Treasurer and the WCIDA.

- 2.) Verify that all approvals from other involved agencies and/or departments have been granted prior to the issuance of a building permit
  - a.) Department of Transportation
  - b.) Department of Health
  - c.) Department of Environmental Conservation
  - d.) Canal Authority
  - e.) Army Corp of Engineers
  - f.) Wayne County Planning Board
  - g.) Village Engineer
  - h.) Village Operations Department
  - i.) Village Fire Department
  - j.) Village Police Department
  - k.) WCIDA
- 3.) Where applicable the developer shall be responsible to install a testing manhole for monitoring purposes (to be determined by John Reynolds)
- 4.) Completion of SEQR process including long/short EAF
- 5.) Developer shall verify all utility requirements prior to issuance of a building permit:
  - a.) Telephone
  - b.) Cable, internet, Time Warner, RoadRunner
  - c.) Water service size
  - d.) Any special sewer or stormwater requirements
  - e.) Gas service
  - f.) Electric service
  - g.) Fiber optics
- 6.) This checklist shall be given to the developer