

Village of Newark

100 East Miller Street, Newark, New York 14513

Phone (315) 331-4770

Fax (315) 331-9767

SITE PLAN REVIEW PROCESS

Submit completed application

Pay one-hundred dollar (\$100) **non-refundable** application fee

Submit completed site plan. **Please provide digital copies** as well as the required number of print copies as noted in Chapter 134 of the Code of the Village of Newark.

If there is a building or buildings on site, please submit elevations of the proposed structure or structures

Submit letter of intent

Applicant shall adhere to all requirements set forth in 6 NYCRR Part 617 as they relate to the State Environmental Quality Review (SEQR)

If required by General Municipal Law Section 239-m, applicant shall attend the Wayne County Planning Board meeting (see schedule)

Attend Village of Newark Planning Board hearing (see schedule)

If first meeting is for ***preliminary*** site plan approval, the applicant will need to go before the Village of Newark Planning Board again for ***final*** site plan approval. (see schedule)

NOTE: Applicant shall adhere to Chapter 134 of the Code of the Village of Newark