

APPLICATION PROCESS
For the Town of Sullivan Boards

Reviewing your application can be a lengthy process depending on the complexity of your situation. The information below has been provided so that you can anticipate how long the review process might take. Please note that a 2- 3 month review process is not uncommon, and that it may take longer. Providing complete and detailed information and being prepared for questions at board meetings will speed up the process. Please do not hesitate to contact the Codes Enforcement Department at 315-687-5251 if you have any questions or need assistance.

PLANNING BOARD

SPECIAL PERMIT -	Preliminary Meeting, then the following month Public Hearing – Planning Board grants approval or disapproval (minimum review period is 2 months)
SITE PLAN REVIEW-	If Planning Board has all the necessary information, can grant approval or disapproval in one meeting; (average review period for non-commercial project is 2 months)
SIGN PERMIT-	If Planning Board has all the necessary information, can grant approval or disapproval in one meeting;* (average review period is 2 months)

If applications do not meet the Town of Sullivan Codes, they will be referred to the Zoning Board of Appeals.**

ZONING BOARD OF APPEALS

VARIANCE APPLICATION (could be up to 2 months)

- Planning Board must then review the application and make recommendation to the Zoning Board of Appeals;
- Public Hearing with Zoning Board of Appeals –If the Zoning Board of Appeals has all the necessary information, can grant approval or disapproval at the Public Hearing.

*[If sign permit requires Zoning Board of Appeals approval and receives it, the applicant must return to the Planning Board to obtain Planning Board Sign approval.]

** [An area variance can go directly from the Codes Enforcement Office to the ZBA for a Public meeting.]

PLEASE NOTE:

- Any application on a State or County road and Oneida Lake may require referral to the Madison County Planning Board. If required, this could delay the review process up to one month.