

## Comprehensive Plan Adoption Process

As a reminder to the adoption process, the following steps should be taken (in order) to adopt the plan.

1. Comprehensive Plan Committee to hold public hearing. Required 10-day legal notice in official newspaper. Place notice on Town Website. Notify adjacent Towns and both Villages of hearing as well.
2. After hearing, Committee to make final changes/edits to plan.
3. Committee to submit plan to Town Board.
4. Town Board must hold public hearing within 90 days of receipt of draft plan from Committee. Legal notice to be in official paper for 10-days prior to date, notice on town website and notice to adjacent municipalities.
5. Town Board to review plan.
6. Town Board to refer Plan to County for 239-m review. Wait to hear from them OR wait 30 days, whichever is later before you move forward.
7. Adopt a resolution establishing the Town Board as the lead agency for SEQR (Consultant will provide draft).
8. Consultant to prepare the SEQR materials for Board. Review the Full EAF (see parts 1, 2 and 3, along with Section F narrative). Part II and III are discussed by Town Board. When reviewed, the Board should determine whether adoption of the Plan will have negative environmental impacts, or not. Given the plan as it is now drafted and with strong orientation to protect the environment, Consultant will prepare a draft of these documents showing there is no significant adverse environmental impact associated with adopting the plan. If the Board agrees there are no adverse impacts, a Negative Declaration should be issued (this is most common, but you need to decide this). Sign Part I and Part III of the form.
8. Assuming you reach the decision that a negative declaration be issued for the SEQRA, the Board will issue a negative declaration via Part III of the SEQR FEAF Form. Use the resolution (Consultant will provide draft) to make that negative declaration.
9. After passing the resolution for the neg dec, you will also need to file the Neg Dec as noted in instructions at the bottom of the Part III of the FEAF.
10. After your determination for SEQR, file the ENB by emailing the form to [enb@dec.ny.gov](mailto:enb@dec.ny.gov) to make sure it gets printed in the Environmental Notice Bulletin. Once you file the negative declaration with DEC and the ENB, then SEQRA will be considered complete. You do not

need to file with DEC before you adopt the plan, but it should be filed soon after.

11. Adopt the plan via a resolution of the Town Board (Consultant will provide draft). This can only be done once ALL the above steps are done. Be sure and do each of the steps above and the last thing will be voting on the resolution to adopt the plan.
  
13. Keep a file of the plan in Town Clerk's office with all adoption materials and a final copy of the plan and all its maps. Make sure it is on the Town's website along with all its maps. Make sure County has final version of the plan. If the County requires notification of your decision, send that to them (usually it is a form to fill out).