

**CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY
PROJECT APPROVAL PROCESS
APPROVED DECEMBER 2016**

Project Name:

Type:

Code:

Action	Check off for completion
Straight-lease Application Form submitted	
Environmental Assessment Form submitted	
Both forms reviewed by Industrial Development Agency staff	
Both forms sent to Industrial Development Agency counsel	
Counsel deems project as eligible under Article 18-A of General Municipal Law	
Both forms sent to Industrial Development Agency members	
Industrial Development Agency members deliberate project at open meeting, based on checklist of questions described in "Summary of General Practices and Operating Procedures"	
Industrial Development Agency members approve project at open meeting	
Industrial Development Agency members pass "Preliminary Inducement Resolution" and sign "Preliminary Agreement" with the company	
Industrial Development Agency members review EAF and consider opinion of counsel; Industrial Development Agency members review entire project impact as part of compliance with SEQR. Industrial Development Agency selects appropriate Action category and determines whether it should be lead agency. Industrial Development Agency adopts either a "SEQR Resolution" or other appropriate SEQR document	
Industrial Development Agency passes a "Public Hearing Resolution"	
Industrial Development Agency counsel prepares and distributes required public notices	
Public hearing notices are published and proof of publication sent to the Industrial Development Agency	
Public hearing is conducted	
Report of public hearing is sent to Industrial Development Agency counsel and report is provided to Industrial Development Agency members	
Based on consideration of public comment, Industrial Development Agency members pass a "Final Inducement Resolution"	
Certificates of "No conflict of interest" are signed. Other documents required by law such as general certificate of company and certificate of insurance are obtained by Industrial Development Agency counsel.	

Industrial Development Agency counsel conducts closing	
Industrial Development Agency counsel notifies Cortland County Office of Real Property Services and local taxing authorities as to the start and end dates of the PILOT	
Industrial Development Agency counsel prepares a closing binder	