**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 |  |