

TOWN OF MASSENA DEVELOPMENT PROCESS

1. Complete the New Business Registration form and return it to the Massena Code Enforcement Office in the Massena Town Hall.
2. The Code Enforcement Office will review your application and arrange for a Pre-Submission Conference with the Town Planning Board Chair, or direct you to the Business Development Corporation if assistance is needed with funding, marketing, staffing, or site selection.
3. Attend the Pre-Submission Conference arranged by the Code Office with the Planning Board to review your information and identify any items that need to be addressed on the Town Planning Board's Site Plan Checklist.
4. Complete the items on the Site Plan Checklist that were agreed upon at your Pre-Submission Conference.
5. Meet with Code Enforcement Office to review your Site Plan Checklist items. If everything is complete, your project will be forwarded for review by the County Planning Board.
6. The Code Enforcement Office will place your business on the Agenda for the next Town Planning Board meeting and advise you so that you can attend.
7. The Town Planning Board will review your Site Plan Checklist items, invite your comments, and ask you questions if any clarification is needed about your Site Plan. The Town Planning Board will then take action on approving your business for operation in Massena.
8. Once approval is granted, contact the Code Enforcement Office regarding building permits, signage, and inspection prior to opening.

Fast Track Process

If your business does not require rezoning, financial incentives, or other special assistance, you can be up and running in the Town of Massena within 60 days. Talk to the Massena Code Enforcement Office to see if you can get on the "fast track" today!

The Planning Board for the Town of Massena meets at 5:00 PM on the 3rd Thursday of each month in the Massena Town Hall.