

VILLAGE 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. Review your New Business Application Form with the Massena Code Enforcement Office to determine the next steps – go right to the Village Planning Board, provide more information, or meet with the Business Development Corporation for special assistance.
3. Complete these two items and submit them to the Code Enforcement Office for review:
 - ◆ A *Letter of Intent* – complete the form provided, or use it as guide in drafting your own Letter of Intent.
 - ◆ A *Site Drawing* of the floor plan of your building showing, in general, how you intend to set up and operate your business.
4. The Code Enforcement Office will put your business request on the Agenda for the next Village Planning Board meeting and advise you so that you can attend.
5. The Village Planning Board will read your Letter of Intent into the public record, review your Site Drawing, invite your comments, and ask you questions if any clarification is needed about your business plan. The Village Planning Board will then take action on approving your business for operation in Massena.
6. 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 Village of Massena within 30 days. Talk to the Massena Code Enforcement Office to see if you can get on the “fast track” today!

The Village Planning Board for Massena meets at 5:00 PM on the 2nd and 4th Wednesdays of each month, in the Massena Town Hall.