

## TOWN OF HENRIETTA 2018 PLANNING BOARD SCHEDULE

- All meetings are scheduled for the second and fourth Tuesday of each month, except July, August, and December (only one meeting on the second Tuesday), and as otherwise noted.
  - The time of all meetings is 7:00 PM.
  - Meetings are held in the Main Meeting Room at the Henrietta Town Hall.
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### **Requirements**

- All applications are to be dropped off to the Building and Fire Prevention Department by 12:00 p.m. on the closing date by either the Applicant or the Applicant's Representative. **We will no longer accept packages via a courier service.**
- All plans must be stamped and signed by a licensed surveyor, architect, or professional engineer or they will not be accepted.
- The size of all plans will be 22" x 34", must be folded (8 ½" x 11"), and individually rubber banded upon submission.
- Attendance at the Conservation Board is **mandatory** for the applicant and/or their representative for **all** applications. Failure to attend this meeting will result in the postponement of the application before the Planning Board until this requirement has been met.
- The Planning Board meeting agenda and comments on the application will be available for **pick up** the Friday prior to the Planning Board meeting **after** 3:00 PM in the Town's Engineering Department.
- The Applicant or a representative must be present for the Planning Board meeting.

***\*\*Multiple Dwelling Applications will be reviewed based on Guidelines adopted on April 11, 2018 – Resolution #8-142/2018\*\****

Any incomplete application will not be scheduled and the Applicant will be notified.

If you have any questions, please feel free to contact the Engineering Department at (585) 359-7070 or [Engineering@henrietta.org](mailto:Engineering@henrietta.org).

## Subdivision Applications

For all Subdivision applications being submitted to the Planning Board, the following is required:

- Application Form with \$100.00 Application Fee\*
- 1 Letter of Intent
- Plans:
  - 12 complete sets of ***folded, individually banded*** Concept Plans or
  - 26 complete sets of ***folded, individually banded*** Preliminary Plans or
  - 14 complete sets of ***folded, individually banded*** Final Plans
- Subdivision Checklist – Completed
- Environmental Assessment Form (EAF) – Completed
- Engineering Plan Review Charge\*
- Electronic copy (format: .DWG, .PDF and/or .TIFF) of all site plans, instrument survey maps and coloring renderings (medium: CD/DVD, USB Flash Drive, email: [drawings@henrietta.org](mailto:drawings@henrietta.org))
- Signed *Statement of Applicant and Owner with Respect of Professional and Consulting Fees*

**\*\*Multiple Dwelling Applications will be reviewed based on Guidelines adopted on April 11, 2018 – Resolution #8-142/2018\*\***

	<u>Concept</u>	<u>Preliminary Plans</u>	<u>Final Plans</u>
Residential	\$300.00	\$35.00 per lot (\$500 minimum)	\$60.00 per lot
Commercial/Industrial	\$300.00	\$30.00 per acre (\$500 minimum)	\$40.00 per acre

## Site Plan Applications

For all Site Plan applications being submitted to the Planning Board, the following is required:

- Application Form with \$100.00 Application Fee\*
- 1 Letter of Intent
- 26 complete sets of ***folded, individually banded*** Site Plans
  - Cell Tower Co-Locators only require 23 complete sets of ***folded, individually banded*** Site Plans for submission
- Site Plan Checklist – Completed
- Environmental Assessment Form (EAF)
- Engineering Plan Review Charge - \$500.00\*
- Electronic copy (format: .DWG, .PDF and/or .TIFF) of all site plans, instrument survey maps and coloring renderings (medium: CD/DVD, USB Flash Drive, email: [drawings@henrietta.org](mailto:drawings@henrietta.org))
- Signed *Statement of Applicant and Owner with Respect of Professional and Consulting Fees*

\*Two (2) separate checks made payable to the Town of Henrietta are required for the Planning Board Application Fee and Town’s Engineering Plan Review Charges. All costs incurred in providing this service are a direct charge to the applicant or representative.

## **Administrative Subdivision / Site Plan Applications**

To determine if a Subdivision (creation of 2 lots or less) or Site Plan qualifies for an administrative review, please submit one stamped/signed Subdivision/Site Plan with a Letter of Intent to the Director of Engineering and Planning for review with the Planning Board Chairman. You will be notified by the Town's Engineering Department once a decision has been made. If an administrative review will be permitted, please submit the following directly to the Town's Engineering Department:

For all Administrative Subdivision and Site Plan applications being submitted to the Planning Board, the following is required:

- 3 sets of Stamped/Signed Plans
- Subdivision/Site Plan Checklist – Complete
- Environmental Assessment Form (EAF)
- Engineering Plan Review Charges \$300.00
- Electronic copy (format: .DWG, .PDF and/or .TIFF) of all site plans, instrument survey maps and coloring renderings (medium: CD/DVD, USB Flash Drive, email: [drawings@henrietta.org](mailto:drawings@henrietta.org))
- Signed *Statement of Applicant and Owner with Respect of Professional and Consulting Fees*

Peter C. Minotti, Planning Board Chairman

Amy Englert, Engineering Secretary (585) 359-7070

Rebecca B. Wiesner, Town Clerk and Receiver of Taxes (585) 359-7012

Heather Voss, Deputy Town Clerk (585) 359-7040

## **TOWN OF HENRIETTA**

### **2018 PLANNING BOARD MEETING SCHEDULE**

#### **MEETING DATE**

#### **CLOSING DATE**

JANUARY 9, 2018  
JANUARY 23, 2018

DECEMBER 7, 2017  
DECEMBER 21, 2017

FEBRUARY 13, 2018  
FEBRUARY 27, 2018

JANUARY 11, 2018  
JANUARY 25, 2018

MARCH 13, 2018  
MARCH 27, 2018

FEBRUARY 8, 2018  
FEBRUARY 22, 2018

APRIL 10, 2018  
APRIL 24, 2018

MARCH 8, 2018  
MARCH 22, 2018

MAY 8, 2018  
MAY 29, 2018 (Fifth Tues.)

APRIL 5, 2018  
APRIL 26, 2018

JUNE 12, 2018  
JUNE 26, 2018

MAY 10, 2018  
MAY 24, 2018

JULY 10, 2018

JUNE 7, 2018

AUGUST 14, 2018

JULY 12, 2018

SEPTEMBER 11, 2018  
SEPTEMBER 25, 2018

AUGUST 9, 2018  
AUGUST 23, 2018

OCTOBER 9, 2018  
OCTOBER 23, 2018

SEPTEMBER 6, 2018  
SEPTEMBER 20, 2018

NOVEMBER 13, 2018  
NOVEMBER 27, 2018

OCTOBER 11, 2018  
OCTOBER 25, 2018

DECEMBER 11, 2018

NOVEMBER 8, 2018

JANUARY 8, 2019  
JANUARY 22, 2019

DECEMBER 6, 2018  
DECEMBER 20, 2018