

**TOWN OF HENRIETTA**  
**2018 SPECIAL USE PERMITS SCHEDULE**

All meetings are scheduled for the second and fourth Wednesday of each month, except January, as noted, July, August & December (only one meeting) on the second Wednesday. Meetings are held in the Main Meeting Room at the Henrietta Town Hall. Applicants will be notified by certified mail as to when to appear. Applicant or a representative must be present.

**MEETING DATE**

JANUARY 24, 2018  
FEBRUARY 14, 2018  
FEBRUARY 28, 2018  
MARCH 14, 2018  
MARCH 28, 2018  
APRIL 11, 2018  
APRIL 25, 2018  
MAY 9, 2018  
MAY 23, 2018  
JUNE 13, 2018  
JUNE 27, 2018  
JULY 11, 2018  
AUGUST 8, 2018  
SEPTEMBER 12, 2018  
SEPTEMBER 26, 2018  
OCTOBER 10, 2018  
OCTOBER 24, 2018  
NOVEMBER 14, 2018  
NOVEMBER 28, 2018  
DECEMBER 12, 2018  
JANUARY 23, 2019

**CLOSING DATE**

DECEMBER 22, 2017  
JANUARY 12, 2018  
JANUARY 26, 2018  
FEBRUARY 9, 2018  
FEBRUARY 23, 2018  
MARCH 9, 2018  
MARCH 23, 2018  
APRIL 6, 2018  
APRIL 20, 2018  
MAY 11, 2018  
MAY 25, 2018  
JUNE 8, 2018  
JULY 6, 2018  
AUGUST 10, 2018  
AUGUST 24, 2018  
SEPTEMBER 7, 2018  
SEPTEMBER 21, 2018  
OCTOBER 12, 2018  
OCTOBER 26, 2018  
NOVEMBER 9, 2018  
DECEMBER 21, 2018

**Applications must be submitted to the Building and Fire Prevention Department no later than 12:00 P.M. (NOON) on the closing date. Applications must be complete.**

**REQUIREMENTS FOR APPLICATIONS**

Application Form  
Application Fee: \$100.00  
4 Site Plans  
Letter of Authorization  
Letter of Intent  
Electronic copy\*

***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\*\****

\*Electronic copy of all site plans, instrument survey maps and coloring renderings in the format of: .DWG, .PDF and/or .TIFF (medium: CD/DVD, USB Flash Drive, email: [drawings@henrietta.org](mailto:drawings@henrietta.org))

Any questions regarding meeting date or time should be directed to Rebecca Wiesner, Town Clerk and Receiver of Taxes at 359-7012 or Jennifer L. Miranda, Deputy Town Clerk and Receiver of Taxes at 359-7039. Any questions regarding Drawings, Codes, Fees, or any other possible required information should be directed to the Building and Fire Prevention Department, Janine Fried at 444-2260.