

TOWN OF HENRIETTA 2016 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.
-

Requirements

- All applications are to be dropped off to the Building and Fire Prevention Department by 12:00 PM 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.

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.

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:
 - 16 complete sets of ***folded, individually banded*** Concept Plans or
 - 30 complete sets of ***folded, individually banded*** Preliminary Plans or
 - 18 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)
- Signed *Statement of Applicant and Owner with Respect of Professional and Consulting Fees*

	<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
- 30 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)
- 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)
- Signed *Statement of Applicant and Owner with Respect of Professional and Consulting Fees*

Peter C. Minotti, Planning Board Chairman
Amy Lang, 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
2016 PLANNING BOARD MEETING SCHEDULE

<u>MEETING DATE</u>	<u>CLOSING DATE</u>
JANUARY 12, 2016 JANUARY 26, 2016	DECEMBER 10, 2015 DECEMBER 23, 2015
FEBRUARY 9, 2016 FEBRUARY 23, 2016	JANUARY 7, 2016 JANUARY 21, 2016
MARCH 8, 2016 MARCH 22, 2016	FEBRUARY 4, 2016 FEBRUARY 18, 2016
APRIL 12, 2016 APRIL 26, 2016	MARCH 10, 2016 MARCH 24, 2016
MAY 10, 2016 MAY 24, 2016	APRIL 7, 2016 APRIL 21, 2016
JUNE 14, 2016 JUNE 29, 2016 (Wed.)	MAY 12, 2016 MAY 26, 2016
JULY 12, 2016	JUNE 9, 2016
AUGUST 9, 2016	JULY 7, 2016
SEPTEMBER 14, 2016 (Wed.) SEPTEMBER 27, 2016	AUGUST 11, 2016 AUGUST 25, 2016
OCTOBER 11, 2016 OCTOBER 25, 2016	SEPTEMBER 8, 2016 SEPTEMBER 22, 2016
NOVEMBER 9, 2016 (Wed.) NOVEMBER 22, 2016	OCTOBER 6, 2016 OCTOBER 20, 2016
DECEMBER 13, 2016	NOVEMBER 10, 2016
JANUARY 10, 2017 JANUARY 24, 2017	DECEMBER 8, 2016 DECEMBER 22, 2016