

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.

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:
 - 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)
- 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
- 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)
- 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 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

<u>MEETING DATE</u>	<u>CLOSING DATE</u>
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

**TOWN OF HENRIETTA
2018 ZONING BOARD OF APPEALS SCHEDULE**

All meetings are scheduled for the first Wednesday of each month, unless noted. Meetings are held at 7:00 P.M. in the Main Meeting Room at the Henrietta Town Hall. Applicants will be notified by mail as to when to appear. Applicant or a representative must be present.

MEETING DATE

FEBRUARY 7, 2018
MARCH 7, 2018
APRIL 4, 2018
MAY 2, 2018
JUNE 6, 2018
JULY 12, 2018 (Thurs.)
AUGUST 1, 2018
SEPTEMBER 5, 2018
OCTOBER 3, 2018
NOVEMBER 7, 2018
DECEMBER 5, 2018
JANUARY 9, 2019

CLOSING DATE (By Noon)

JANUARY 10, 2018
JANUARY 31, 2018
FEBRUARY 28, 2018
MARCH 28, 2018
MAY 2, 2018
JUNE 6, 2018
JUNE 27, 2018
AUGUST 1, 2018
AUGUST 29, 2018
OCTOBER 3, 2018
OCTOBER 31, 2018
DECEMBER 5, 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. Any application that is not complete according to Code by closing date will not be placed on the next agenda and the applicant will be notified.

REQUIREMENTS FOR APPLICATIONS

- Application Form
- Application Fee: Residential: \$45.00 Commercial/Industrial: \$150.00
- 12 Site Plans – Plans must be folded (8 ½" x 11") upon submission
- 12 Instrument survey maps required with application for setback variance
- 12 color renderings for signage (if applicable)
- Stakeout of area required for setback variance
- COMMERCIAL APPLICATIONS ONLY: 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*
- Letter of Authorization for any representative of applicant(s)

PLEASE NOTE

- Applicant is responsible for all copying (12 copies of all material submitted).
- PLEASE DO NOT STAPLE ANY MATERIAL SUBMITTED – THANK YOU.

Any questions regarding drawings, code or fees should be directed to the Building and Fire Prevention Department at 359-7060. Thank you.

Douglas Levey, Zoning Board of Appeals 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