

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

*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)

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.