

TOWN OF HENRIETTA
2017 SPECIAL USE PERMITS SCHEDULE

All meetings are scheduled for the first and third Wednesday of each month, except January, as noted, July and August (only one meeting) on the third 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 18, 2017
FEBRUARY 1, 2017
FEBRUARY 15, 2017
MARCH 1, 2017
MARCH 15, 2017
APRIL 5, 2017
APRIL 19, 2017
MAY 3, 2017
MAY 17, 2017
JUNE 7, 2017
JUNE 21, 2017
JULY 19, 2017
AUGUST 16, 2017
SEPTEMBER 6, 2017
SEPTEMBER 20, 2017
OCTOBER 4, 2017
OCTOBER 18, 2017
NOVEMBER 1, 2017
NOVEMBER 15, 2017
DECEMBER 6, 2017
DECEMBER 20, 2017
JANUARY 17, 2018

CLOSING DATE

DECEMBER 16, 2016
DECEMBER 29, 2016
JANUARY 13, 2017
JANUARY 27, 2017
FEBRUARY 10, 2017
MARCH 3, 2017
MARCH 17, 2017
MARCH 31, 2017
APRIL 13, 2017
MAY 5, 2017
MAY 19, 2017
JUNE 16, 2017
JULY 14, 2017
AUGUST 4, 2017
AUGUST 18, 2017
SEPTEMBER 1, 2017
SEPTEMBER 15, 2017
SEPTEMBER 29, 2017
OCTOBER 13, 2017
NOVEMBER 3, 2017
NOVEMBER 17, 2017
DECEMBER 15, 2017

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

*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, Cherie Burroughs at 444-2260.