

TOWN OF HENRIETTA 2019 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 and/or email as to when to appear. Applicant or a representative must be present.

MEETING DATE

JANUARY 23, 2019
FEBRUARY 13, 2019
FEBRUARY 27, 2019
MARCH 13, 2019
MARCH 27, 2019
APRIL 10, 2019
APRIL 24, 2019
MAY 8, 2019
MAY 22, 2019
JUNE 12, 2019
JUNE 26, 2019
JULY 10, 2019
AUGUST 14, 2019
SEPTEMBER 11, 2019
SEPTEMBER 25, 2019
OCTOBER 9, 2019
OCTOBER 23, 2019
NOVEMBER 13, 2019
NOVEMBER 25, 2019 (Mon.)
DECEMBER 11, 2019
JANUARY 22, 2020

CLOSING DATE (By Noon)

DECEMBER 21, 2018
JANUARY 11, 2019
JANUARY 25, 2019
FEBRUARY 8, 2019
FEBRUARY 22, 2019
MARCH 8, 2019
MARCH 22, 2019
APRIL 5, 2019
APRIL 18, 2019
MAY 10, 2019
MAY 24, 2019
JUNE 7, 2019
JULY 12, 2019
AUGUST 9, 2019
AUGUST 23, 2019
SEPTEMBER 6, 2019
SEPTEMBER 20, 2019
OCTOBER 11, 2019
OCTOBER 23, 2019
NOVEMBER 8, 2019
DECEMBER 20, 2019

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: Residential \$100.00 / Commercial \$150.00
- 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.