

## Town of Henrietta Planning Board Schedule

**Please take a moment to look over the 2010 Planning Board Schedule very carefully as the application process has changed.**

- All meetings are scheduled for the second and fourth Tuesday of each month, except July, August, and December (only one meeting).
  - The time of all meetings is 7:00 PM.
  - Meetings are held in the Main Meeting Room at the Henrietta Town Hall.
  - Public Hearings will only be scheduled for the first meeting of the month.
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### **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@Townofhenrietta.org](mailto:Engineering@Townofhenrietta.org).

## **Requirements for all Subdivision Applications to the Planning Board**

Application Form with \$100.00 Application Fee\*

1 Letter of Intent

18 complete sets of ***folded, individually banded*** Concept Plans or

37 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\*

	<b><u>Concept</u></b>	<b><u>Preliminary Plans</u></b>	<b><u>Final Plans</u></b>
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

## **Requirements for all Administrative Subdivision Applications**

To determine if a Subdivision Plan (creation of 2 lots or less) qualifies for an administrative review, please submit one stamped/signed Subdivision Plan with a letter of intent to the Director of Engineering/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:

3 sets of Stamped/Signed Plans

Subdivision Checklist – Complete

Environmental Assessment Form (EAF)

Engineering Plan Review Charges \$300.00

**\*\*PLEASE NOTE NEW 2010 REQUIREMENTS:** In addition to the above requirements, an electronic copy (format: .DWG, .PDF and/or .TIFF) of all site plans, instrument survey maps and coloring renderings need to be submitted with application for permanent records. Please send via the following medium: CD/DVD, USB Flash Drive or email to [drawings@townofhenrietta.org](mailto:drawings@townofhenrietta.org).

## **Submission Requirements for Site Plan Applications to the Planning Board**

For all Site Plan applications being submitted to the Planning Board, the following is required for submission:

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 15 complete sets of **folded, individually banded** Site Plans for submission

Site Plan Checklist - Completed

Environmental Assessment Form (EAF)

Engineering Plan Review Charge - \$500.00\*

## **Submission Requirements for Administrative Site Plan Applications**

To determine if a Site Plan qualifies for an administrative review, please submit one stamped/signed Site Plan with a letter of intent to the Director of Engineering/Planning for review with the Planning Board Chairman. You will be notified by the Towns 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:

3 Sets of Stamped/Signed Plans

Site Plan Checklist – Completed

Environmental Assessment Form (EAF)

Engineering Plan Review Charge - \$300.00

\*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.

Peter C. Minotti - Planning Board Chairman

Patricia Shaffer - Town Clerk (585) 359-7035

Leann Case, Deputy Town Clerk (585) 359-7036