

Town of Henrietta Planning Board Schedule

- 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@henrietta.org.

Requirements for all Subdivision Applications to the Planning Board

Application Form with \$100.00 Application Fee*
1 Letter of Intent
16 complete sets of **folded, individually banded** Concept Plans or
30 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*

| | <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 |

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 ADDITIONAL 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 to the attention of Amy Lang, via the following medium: CD/DVD, USB Flash Drive or email to drawings@henrietta.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 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*

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 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

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

Amy Lang – Engineering Secretary (585) 359-7070

Patricia Shaffer - Town Clerk (585) 359-7035

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

**TOWN OF HENRIETTA
2012 PLANNING BOARD MEETING SCHEDULE**

MEETING DATE

CLOSING DATE

JANUARY 10, 2012
JANUARY 24, 2012

DECEMBER 8, 2011
DECEMBER 22, 2011

FEBRUARY 14, 2012
FEBRUARY 28, 2012

JANUARY 12, 2012
JANUARY 26, 2012

MARCH 13, 2012
MARCH 27, 2012

FEBRUARY 9, 2012
FEBRUARY 23, 2012

APRIL 10, 2012
APRIL 24, 2012

MARCH 8, 2012
MARCH 22, 2012

MAY 8, 2012
MAY 22, 2012

APRIL 5, 2012
APRIL 19, 2012

JUNE 12, 2012
JUNE 26, 2012

MAY 10, 2012
MAY 24, 2012

JULY 10, 2012

JUNE 7, 2012

AUGUST 14, 2012

JULY 12, 2012

SEPTEMBER 11, 2012
SEPTEMBER 25, 2012

AUGUST 9, 2012
AUGUST 23, 2012

OCTOBER 9, 2012
OCTOBER 23, 2012

SEPTEMBER 6, 2012
SEPTEMBER 20, 2012

NOVEMBER 13, 2012
NOVEMBER 27, 2012

OCTOBER 11, 2012
OCTOBER 25, 2012

DECEMBER 11, 2012

NOVEMBER 8, 2012

JANUARY 8, 2013
JANUARY 22, 2013

DECEMBER 6, 2012
DECEMBER 20, 2012