

TOWN OF HENRIETTA 2019 PLANNING BOARD SCHEDULE

- All meetings are scheduled for the second and fourth Tuesday of each month, except July, August, and December (only one meeting on the second Tuesday), and as otherwise noted.
 - The time of all meetings is 7:00 PM.
 - Meetings are held in the Main Meeting Room at the Henrietta Town Hall.
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Requirements

- All applications are to be dropped off to the Building and Fire Prevention Department by 12:00 p.m. 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.

Subdivision Applications

For all Subdivision applications being submitted to the Planning Board, the following is required:

- Application Form with \$150.00 Application Fee*
- 1 Letter of Intent
- Plans:
 - 12 complete sets of ***folded, individually banded*** Concept Plans or
 - 26 complete sets of ***folded, individually banded*** Preliminary Plans or
 - 14 complete sets of ***folded, individually banded*** Final Plans
- Subdivision Checklist – Completed
- Environmental Assessment Form (EAF) – Completed
- Engineering Plan Review Charge*
- Electronic copy (format: .DWG, .PDF and/or .TIFF) of all site plans, instrument survey maps and colored renderings (medium: CD/DVD, USB Flash Drive, email: drawings@henrietta.org)
- Signed *Statement of Applicant and Owner with Respect of Professional and Consulting Fees*

	<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

Site Plan Applications

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

- Application Form with \$150.00 Application Fee*
- 1 Letter of Intent
- 26 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*
- Electronic copy (format: .DWG, .PDF and/or .TIFF) of all site plans, instrument survey maps and colored renderings (medium: CD/DVD, USB Flash Drive, email: drawings@henrietta.org)
- Signed *Statement of Applicant and Owner with Respect of Professional and Consulting Fees*

*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.

Administrative Subdivision / Site Plan Applications

To determine if a Subdivision (creation of 2 lots or less) or Site Plan qualifies for an administrative review, please submit one stamped/signed Subdivision/Site Plan with a Letter of Intent to the Director of Engineering and Planning for review with the Planning Board Chairman. You will be notified by the Town's Engineering Department once a decision has been made. For all Administrative Subdivision and Site Plan applications being submitted to the Planning Board, the following is required to be submitted to the Town's Engineering Department:

- 3 sets of Stamped/Signed Plans
- Subdivision/Site Plan Checklist – Complete
- Environmental Assessment Form (EAF)
- Engineering Plan Review Charges \$300.00
- Electronic copy (format: .DWG, .PDF and/or .TIFF) of all site plans, instrument survey maps and colored renderings (medium: CD/DVD, USB Flash Drive, email: drawings@henrietta.org)
- Signed *Statement of Applicant and Owner with Respect of Professional and Consulting Fees*

Peter C. Minotti, Planning Board Chairman

Amy Englert, Engineering Secretary (585) 359-7070

Rebecca B. Wiesner, Town Clerk and Receiver of Taxes (585) 359-7012

Heather Voss, Deputy Town Clerk (585) 359-7040

TOWN OF HENRIETTA 2019 PLANNING BOARD MEETING SCHEDULE

<u>MEETING DATE</u>	<u>CLOSING DATE (By Noon)</u>
JANUARY 8, 2019 JANUARY 22, 2019	DECEMBER 5, 2018 DECEMBER 19, 2018
FEBRUARY 12, 2019 FEBRUARY 26, 2019	JANUARY 9, 2019 JANUARY 23, 2019
MARCH 12, 2019 MARCH 26, 2019	FEBRUARY 6, 2019 FEBRUARY 20, 2019
APRIL 9, 2019 APRIL 23, 2019	MARCH 6, 2019 MARCH 20, 2019
MAY 14, 2019 MAY 29, 2019 (Wed.)	APRIL 10, 2019 APRIL 24, 2019
JUNE 11, 2019 JUNE 25, 2019	MAY 8, 2019 MAY 22, 2019
JULY 9, 2019	JUNE 5, 2019
AUGUST 13, 2019	JULY 10, 2019
SEPTEMBER 10, 2019 SEPTEMBER 24, 2019	AUGUST 7, 2019 AUGUST 21, 2019
OCTOBER 8, 2019 OCTOBER 22, 2019	SEPTEMBER 4, 2019 SEPTEMBER 18, 2019
NOVEMBER 12, 2019 NOVEMBER 26, 2019	OCTOBER 9, 2019 OCTOBER 23, 2019
DECEMBER 10, 2019	NOVEMBER 6, 2019
JANUARY 14, 2020 JANUARY 28, 2020	DECEMBER 11, 2019 DECEMBER 23, 2019 (Mon.)