

TOWN OF HENRIETTA 2019 TOWN BOARD SCHEDULE

WORKSHOP MEETING (4:30 P.M.)

(Workshops are on the Monday prior to Town Board Meeting unless otherwise advertised). Meetings are held in the Supervisor's Conference Room at the Henrietta Town Hall.

DECEMBER 31, 2018 (@10:00 A.M.)
(INCL. ORGANIZATIONAL FOR 2019)

JANUARY 7, 2019
JANUARY 22, 2019 (Tues.)

FEBRUARY 11, 2019
FEBRUARY 25, 2019

MARCH 11, 2019
MARCH 25, 2019

APRIL 8, 2019
APRIL 22, 2019

MAY 6, 2019
MAY 20, 2019

JUNE 10, 2019
JUNE 24, 2019

JULY 8, 2019

AUGUST 12, 2019

SEPTEMBER 9, 2019
SEPTEMBER 23, 2019

OCTOBER 7, 2019
OCTOBER 21, 2019

NOVEMBER 11, 2019
NOVEMBER 21, 2019 (Thurs.)

DECEMBER 9, 2019

DECEMBER 30, 2019
(INCL. ORGANIZATIONAL FOR 2020)

JANUARY 21, 2020 (Tues.)

TOWN BOARD MEETING (7:00 P.M.)

(Town Board Meetings are on the 2nd and 4th Wednesday of each month, except July, August and December when they are on the 2nd Wednesday only). Meetings are held in the Main Meeting Room at the Henrietta Town Hall.

JANUARY 2, 2019
(INCL. ORGANIZATIONAL FOR 2019)

JANUARY 9, 2019
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 2, 2020 (Thur.)
(INCL. ORGANIZATIONAL FOR 2020)

JANUARY 22, 2020

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.

TOWN OF HENRIETTA 2019 PETITION OF REZONING SCHEDULE

A public hearing will be held at the next available Town Board meeting (see schedule below) approximately five weeks after submission of the Petition for Rezoning.

MEETING DATE

JANUARY 23, 2019
FEBRUARY 13, 2019
FEBRUARY 27, 2019
MARCH 13, 2019
MARCH 27, 2019
APRIL 10, 2019
APRIL 24, 2014
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 4, 2019
JANUARY 18, 2019
FEBRUARY 1, 2019
FEBRUARY 15, 2019
MARCH 1, 2019
MARCH 15, 2019
MARCH 29, 2019
APRIL 12, 2019
MAY 3, 2019
MAY 17, 2019
MAY 31, 2019
JULY 5, 2019
AUGUST 2, 2019
AUGUST 16, 2019
AUGUST 30, 2019
SEPTEMBER 13, 2019
OCTOBER 4, 2019
OCTOBER 18, 2019
NOVEMBER 1, 2019
DECEMBER 13, 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.

Application Requirements:

- 12 copies Rezoning Application
- 12 copies Petition
- 12 copies Letter of Intent
- 12 copies Letter of Authorization (if required)
- 12 copies Full Environmental Assessment Form (EAF)
- 12 copies SEQRA Engineers Report (if required)
- 12 copies Site Plan (folded)
- 12 copies Map and Legal Metes and Bounds Description of Land to be Rezoned
- 1 copy Signed Statement of Applicant and Owner with Respect of Professional and Consultant Fees
- 1 copy Electronic Copy of All Information (medium: CD/DVD, USB Flash Drive, email: drawings@henrietta.org)
- 2 checks \$200 Application Fee/\$300 Engineering Review Fee

TOWN OF HENRIETTA 2019 CONSERVATION BOARD SCHEDULE

The Conservation Board meets in the Main Meeting Room at the Henrietta Town Hall on the first Tuesday of the month, except when otherwise scheduled. The time of all meetings is 7:00 P.M. Applicant or a representative is required to be present for the meeting as the Board may have questions or concerns.

MEETING DATE

JANUARY 3, 2019 (Thurs.)

FEBRUARY 5, 2019

MARCH 5, 2019

APRIL 2, 2019

MAY 7, 2019

JUNE 4, 2019

JULY 2, 2019

AUGUST 6, 2019

SEPTEMBER 3, 2019

OCTOBER 1, 2019

NOVEMBER 7, 2019 (Thur.)

DECEMBER 3, 2019

JANUARY 7, 2020

William Santos, Conservation Board Chairman
Rebecca B. Wiesner, Town Clerk and Receiver of Taxes (585) 359-7012
Heather Voss, Deputy Town Clerk (585) 359-7040

NOTE: AN AGENDA AND PREVIOUS UNAPPROVED MINUTES WILL BE SENT TO CONSERVATION BOARD MEMBERS PRIOR TO THE SCHEDULED MEETING. NO APPLICATIONS---NO AGENDA.

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.
-

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.)

TOWN OF HENRIETTA
2019 ZONING BOARD OF APPEALS SCHEDULE

All meetings are scheduled for the first Wednesday of each month, unless noted. Meetings are held at 7:00 P.M. in the Main Meeting Room at the Henrietta Town Hall. Applicants will be notified by mail as to when to appear. Applicant or a representative must be present.

MEETING DATE

JANUARY 10, 2019 (Thurs.)
FEBRUARY 6, 2019
MARCH 6, 2019
APRIL 3, 2019
MAY 1, 2019
JUNE 5, 2019
JULY 11, 2019 (Thurs.)
AUGUST 7, 2019
SEPTEMBER 4, 2019
OCTOBER 2, 2019
NOVEMBER 6, 2019
DECEMBER 4, 2019
JANUARY 8, 2020

CLOSING DATE (By Noon)

DECEMBER 5, 2018
JANUARY 2, 2019
JANUARY 30, 2019
FEBRUARY 27, 2019
MARCH 27, 2019
MAY 1, 2019
JUNE 5, 2019
JULY 3, 2019
JULY 31, 2019
AUGUST 28, 2019
OCTOBER 2, 2019
OCTOBER 30, 2019
DECEMBER 4, 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. Any application that is not complete by closing date will not be placed on the next agenda and the applicant will be notified.

REQUIREMENTS FOR APPLICATIONS

- Application Form
- Application Fee: Residential: \$75.00 first variance, \$25 each addtl./ Commercial/Industrial: \$250.00 first variance, \$100 each addtl.
- 12 Site Plans – Plans must be folded (8 ½" x 11") upon submission
- 12 Instrument survey maps required with application for setback variance
- 12 color renderings for signage (if applicable)
- Stakeout of area required for setback variance
- COMMERCIAL APPLICATIONS ONLY: Electronic copy (format: .DWG, .PDF and/or .TIFF) of all site plans, instrument survey maps and coloring renderings (medium: CD/DVD, USB Flash Drive, email: drawings@henrietta.org)
- Signed *Statement of Applicant and Owner with Respect of Professional and Consulting Fees*
- Letter of Authorization for any representative of applicant(s)

PLEASE NOTE

- Applicant is responsible for all copying (12 copies of all material submitted).
- PLEASE DO NOT STAPLE ANY MATERIAL SUBMITTED – THANK YOU.
- If applying for multiple sign variances, signs must be numerically labeled on both the application description and the site plan.

Any questions regarding drawings, code or fees should be directed to the Building and Fire Prevention Department at 359-7060. Thank you.

Douglas Levey, Zoning Board of Appeals Chairman
Rebecca B. Wiesner, Town Clerk and Receiver of Taxes (585) 359-7012
Heather Voss, Deputy Town Clerk (585) 359-7040