

TOWN OF HENRIETTA 2024 PLANNING BOARD SCHEDULE

Meetings are generally scheduled for Tuesdays at 6:00 P.M. in the Main Meeting Room at the Henrietta Town Hall, unless otherwise noted. Applicants will be notified by mail/email as to when to appear. Applicant or a representative must be present.

MEETING DATE

JANUARY 16, 2024
FEBRUARY 20, 2024
MARCH 19, 2024
APRIL 16, 2024
MAY 21, 2024
JUNE 18, 2024
JULY 16, 2024
AUGUST 20, 2024
SEPTEMBER 17, 2024
OCTOBER 15, 2024
NOVEMBER 19, 2024
DECEMBER 17, 2024
JANUARY 21, 2025

CLOSING DATE (By Noon)

DECEMBER 13, 2023
JANUARY 17, 2024
FEBRUARY 14, 2024
MARCH 13, 2024
APRIL 17, 2024
MAY 15, 2024
JUNE 12, 2024
JULY 17, 2024
AUGUST 14, 2024
SEPTEMBER 11, 2024
OCTOBER 16, 2024
NOVEMBER 13, 2024
DECEMBER 18, 2024

Requirements

- All applications are to be dropped off to the Engineering 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 **EMAILED** to the applicant the Friday prior to the Planning Board meeting **after** 3:00 PM from 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 Aenglert@henrietta.org.****

James Grunert, 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

Planning Board - Subdivision Applications

Requirements:

- Application Form with \$150.00 Application Fee*
- 1 Letter of Intent
- Letter of Authorization (if applicable) for property owner and/or business owner
- Plans:
 - 12 complete sets of ***folded, individually banded*** Concept Plans or
 - 14 complete sets of ***folded, individually banded*** Preliminary Plans or
 - 8 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 the **ENTIRE SUBMISSION**, including 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 to Reimbursement of Professional and Consulting Fees*

	Concept	Preliminary Plans	Final Plans
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

Planning Board - Site Plan Applications

Requirements:

- Application Form with \$150.00 Application Fee*
- 1 Letter of Intent
- Letter of Authorization (if applicable) for property owner and/or business owner
- 14 complete sets of ***folded, individually banded*** Site Plans
 - Cell Tower Co-Locators only require 8 complete sets of ***folded, individually banded*** Site Plans for submission (minimum size of 11 x 17 & must be legible)
- Site Plan Checklist – Completed
- Environmental Assessment Form (EAF)
- Engineering Plan Review Charge - **\$700.00***
- **Electronic copy** (format: .DWG, .PDF and/or .TIFF) of the **ENTIRE SUBMISSION** including 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 to Reimbursement of Professional and Consulting Fees*

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 and Application 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:

- **2** sets of Stamped/Signed Plans
- Application Form and Subdivision/Site Plan Checklist – Complete
- Environmental Assessment Form (EAF)
- Engineering Plan Review Charges **\$400.00**
- **Electronic copy** (format: .DWG, .PDF and/or .TIFF) of the **ENTIRE SUBMISSION** including 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 to Reimbursement 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.