

TOWN OF HENRIETTA 2024 SPECIAL USE PERMITS SCHEDULE

Special Use Permit public hearings occur during Town Board meetings, which are held generally on Wednesdays at 6:00 P.M. in the Main Meeting Room at the Henrietta Town Hall, unless otherwise noted. 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 2, 2024 (Tues.)
JANUARY 24, 2024
FEBRUARY 14, 2024
MARCH 7, 2024 (Thurs.)
MARCH 27, 2024
APRIL 17, 2024
MAY 8, 2024
MAY 29, 2024
JUNE 19, 2024 – 4:30 P.M.
JULY 10, 2024
JULY 31, 2024
AUGUST 21, 2024
SEPTEMBER 11, 2024
OCTOBER 3, 2024 (Thurs.)
OCTOBER 23, 2024
NOVEMBER 13, 2024
DECEMBER 11, 2024
JANUARY 22, 2025

CLOSING DATE (By Noon)

NOVEMBER 29, 2023
DECEMBER 20, 2023
JANUARY 10, 2024
JANUARY 31, 2024
FEBRUARY 21, 2024
MARCH 13, 2024
APRIL 3, 2024
APRIL 24, 2024
MAY 15, 2024
JUNE 5, 2024
JUNE 26, 2024
JULY 17, 2024
AUGUST 7, 2024
AUGUST 28, 2024
SEPTEMBER 18, 2024
OCTOBER 9, 2024
NOVEMBER 6, 2024
DECEMBER 18, 2024

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. Note that a meeting date will be assigned when applications are turned in but if the application is deemed incomplete, it will not be scheduled and the Applicant will be notified.

REQUIREMENTS FOR APPLICATIONS

- Application Form
- Application Fee (initial/each additional)*: Residential \$100/\$50 / Commercial \$200/\$100
- 4 Site Plans
- 4 Copies of the Letter of Authorization from the Property Owner and/or Business Owner
- 4 Copies of the Letter of Intent
- 4 Copies of the Signed *Statement of Applicant and Owner with Respect to Reimbursement of Professional and Consulting Fees*
- Electronic copy (format: .DWG, .PDF and/or .TIFF) of all application materials, including site plans, instrument survey maps, and colored renderings (medium: CD/DVD, USB Flash Drive, email: drawings@henrietta.org)
- For Cannabis Applications: Must submit 4 copies of a security plan addressing parking lot security to prohibit on-site consumption, customer security, and transportation of cash as well as the conceptual floor plans

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, Tracey Wenzel at 444-2260.

*Reduced application fees will only be applied to "additional" applications that meet the following criteria: must be submitted at the same time as the initial application, must be heard at the same meeting, and must be for the same project.