

## TOWN OF HENRIETTA 2024 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 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 should the Town Board decide to proceed with hearing the application, a meeting date will be assigned. However, if the application is deemed incomplete, it will not be scheduled and the Applicant will be notified.**

### **Application Requirements:**

- 12 copies      Rezoning Application
- 12 copies      Petition
- 12 copies      Letter of Intent
- 12 copies      Letter of Authorization from the Property Owner and/or Business Owner
- 12 copies      Full Environmental Assessment Form (EAF)
- 12 copies      SEQR 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 to Reimbursement of Professional and Consulting Fees*
- 1 copy          Electronic Copy of All Information (medium: CD/DVD, USB Flash Drive, email: [drawings@henrietta.org](mailto:drawings@henrietta.org))
  - Must include a **WORD DOCUMENT VERSION** of the Legal Metes and Bounds
- 2 checks        \$200 Application Fee/\$300 Engineering Review Fee

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 required information should be directed to the Engineering Department, Amy Englert at 359-7070.