

## **TOWN OF HENRIETTA 2014 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).
  - 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 PM 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](mailto:Engineering@henrietta.org).

## **Requirements for all Subdivision Applications to the Planning Board**

- Application Form with \$100.00 Application Fee\*
- 1 Letter of Intent
- Plans:
  - 16 complete sets of ***folded, individually banded*** Concept Plans or
  - 30 complete sets of ***folded, individually banded*** Preliminary Plans or
  - 18 complete sets of ***folded, individually banded*** Final Plans
- Subdivision Checklist – Completed
- Environmental Assessment Form (EAF) – Completed
- Engineering Plan Review Charge\*

	<b><u>Concept</u></b>	<b><u>Preliminary Plans</u></b>	<b><u>Final Plans</u></b>
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

## **Requirements for all Administrative Subdivision Applications**

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

- 3 sets of Stamped/Signed Plans
- Subdivision Checklist – Complete
- Environmental Assessment Form (EAF)
- Engineering Plan Review Charges \$300.00

\*\*PLEASE NOTE ADDITIONAL REQUIREMENTS: In addition to the above requirements, an electronic copy (format: .DWG, .PDF and/or .TIFF) of all site plans, instrument survey maps and coloring renderings need to be submitted with application for permanent records. Please send to the attention of Amy Lang, via the following medium: CD/DVD, USB Flash Drive or email to [drawings@henrietta.org](mailto:drawings@henrietta.org).

## **Submission Requirements for Site Plan Applications to the Planning Board**

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

- Application Form with \$100.00 Application Fee\*
- 1 Letter of Intent
- 30 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\*

## **Submission Requirements for Administrative Site Plan Applications**

To determine if a Site Plan qualifies for an administrative review, please submit one stamped/signed Site Plan with a Letter of Intent to the Director of Engineering/Planning for review with the Planning Board Chairman. You will be notified by the Town's Engineering Department once a decision has been made. If an administrative review will be permitted, please submit the following directly to the Town's Engineering Department:

- 3 Sets of Stamped/Signed Plans
- Site Plan Checklist – Completed
- Environmental Assessment Form (EAF)
- Engineering Plan Review Charge - \$300.00

\*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.

Peter C. Minotti, Planning Board Chairman  
Amy Lang, Engineering Secretary (585) 359-7070  
Leann C. Case, Town Clerk (585) 359-7036  
Rebecca B. Wiesner, Deputy Town Clerk (585) 359-7012

**TOWN OF HENRIETTA**  
**2014 PLANNING BOARD MEETING SCHEDULE**

**MEETING DATE**

**CLOSING DATE**

JANUARY 14, 2014  
JANUARY 28, 2014

DECEMBER 12, 2013  
DECEMBER 26, 2013

FEBRUARY 11, 2014  
FEBRUARY 25, 2014

JANUARY 9, 2014  
JANUARY 23, 2014

MARCH 11, 2014  
MARCH 25, 2014

FEBRUARY 6, 2014  
FEBRUARY 20, 2014

APRIL 8, 2014  
APRIL 22, 2014

MARCH 6, 2014  
MARCH 20, 2014

MAY 13, 2014  
MAY 27, 2014

APRIL 10, 2014  
APRIL 24, 2014

JUNE 10, 2014  
JUNE 24, 2014

MAY 8, 2014  
MAY 22, 2014

JULY 8, 2014

JUNE 5, 2014

AUGUST 12, 2014

JULY 10, 2014

SEPTEMBER 9, 2014  
SEPTEMBER 23, 2014

AUGUST 7, 2014  
AUGUST 21, 2014

OCTOBER 14, 2014  
OCTOBER 28, 2014

SEPTEMBER 11, 2014  
SEPTEMBER 25, 2014

NOVEMBER 11, 2014  
NOVEMBER 25, 2014

OCTOBER 9, 2014  
OCTOBER 23, 2014

DECEMBER 9, 2014

NOVEMBER 6, 2014

JANUARY 13, 2015  
JANUARY 27, 2015

DECEMBER 11, 2014  
DECEMBER 23, 2014