

TOWN OF HENRIETTA
2010 SPECIAL USE PERMITS SCHEDULE

All meetings are scheduled for the first and third Wednesday of each month, except January, as noted, July and August (only one meeting) on the third Wednesday. Meetings are held in the Main Meeting Room at the Henrietta Town Hall. Applicants will be notified by certified mail as to when to appear. Applicant or a representative must be present.

MEETING DATE

CLOSING DATE

JANUARY 20, 2010.....	DECEMBER 18, 2009
FEBRUARY 3, 2010	DECEMBER 31, 2009
FEBRUARY 17, 2010	JANUARY 15, 2010
MARCH 3, 2010.....	JANUARY 29, 2010
MARCH 17, 2010.....	FEBRUARY 12, 2010
APRIL 7, 2010.....	MARCH 5, 2010
APRIL 21, 2010.....	MARCH 19, 2010
MAY 5, 2010.....	(Thurs.) APRIL 1, 2010
MAY 19, 2010.....	APRIL 16, 2010
JUNE 2, 2010.....	APRIL 30, 2010
JUNE 16, 2010.....	MAY 14, 2010
JULY 21, 2010.....	JUNE 18, 2010
AUGUST 18, 2010	JULY 16, 2010
SEPTEMBER 1, 2010	JULY 30, 2010
SEPTEMBER 15, 2010	AUGUST 13, 2010
OCTOBER 6, 2010.....	SEPTEMBER 3, 2010
OCTOBER 20, 2010.....	SEPTEMBER 17, 2010
NOVEMBER 3, 2010.....	OCTOBER 1, 2010
NOVEMBER 17, 2010.....	OCTOBER 15, 2010
DECEMBER 1, 2010.....	OCTOBER 29, 2010
DECEMBER 15, 2010.....	NOVEMBER 12, 2010
JANUARY 19, 2011.....	DECEMBER 17, 2010

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: \$100.00
- 12 Site Plans
- Letter of Authorization
- Letter of Intent

****PLEASE NOTE NEW 2010 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 via the following medium: CD/DVD, USB Flash Drive or email to drawings@townofhenrietta.org.

Any questions regarding meeting date or time should be directed to Patricia Shaffer, Town Clerk at 359-7035 or Leann C. Case, Deputy Town Clerk at 359-7036. Any questions regarding Drawings, Codes, or Fees should be directed to the Building and Fire Prevention Department at 359-7060, or for any other possible required information.