

**VILLAGE OF MONROE PLANNING BOARD  
7 STAGE ROAD  
MONROE, NY 10950  
(845) 774-4546**

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**PLANNING BOARD APPLICATION – SITE PLAN**  
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In order to be placed on the Village of Monroe Planning Board workshop and meeting agenda you must submit the application fee (see attached fee structure), plus **15 copies** of the following to the Village of Monroe Planning Board, Village Hall, 7 Stage Road, Monroe, NY:

- Completed Application
- SEQRA Environmental Assessment Form
- Owners Endorsement
- Consent of Property Owner form
- Authorization to Inspect Property
- Any and all supporting documents

All papers must be received by the **submission deadline** date listed for that month. A copy of the Village of Monroe Planning Board Meeting dates and Submission Deadlines is attached. If documents are not submitted by the submission deadline, the application will be scheduled for the following month.

You will receive a telephone call or email confirming your appearance date, however, it is your obligation to confirm all scheduled appearances.

All meetings begin at **8:00 p.m.** unless otherwise specified, and are held at Village Hall, 7 Stage Road, Monroe, NY.

Once received, your application will be distributed to the Planning Board Members, Planning Board Attorney and Village Engineer for review prior to the scheduled meeting. Direction on how to proceed further will be provided at the meeting by the Board and its consultants.

Once a project is approved, three (3) paper copies and two (2) mylar copies of the final approved site plan must be submitted for signature.

Upon final Approval of the project it is the Applicant's responsibility to secure a building permit through the Village of Monroe Building Department. Application for a building permit will not be accepted without a site plan signed by the Planning Board Chairman, and work may not commence without issuance of a Building Permit.

## **PLANNING BOARD FEES**

### **Fees Due upon Application:**

Application - \$300 – all matters – includes FIRST appearance only

Site Plan Review – (in addition to above)

Non Residential - \$250 plus \$0.10 per square foot of building floor area

Residential - \$500 or \$100 per lot or dwelling unit

Subdivision – (in addition to above)

\$500 or \$100 for each lot shown on Plat, or \$200 for each acre disturbed

State Environmental Quality Review Act (SEQRA) (in addition to above)

a. Short Form (EAS) \$250

b. Long Form (EAS) \$500

c. Plus all fees as subject to Section 617.17 SEQRA Part 617 NYCRR

### **Other Fees:**

Appearance Fee - \$100 per appearance – all matters – (including regular meetings, special meetings, workshop meetings, public hearings and field inspections)

Pre-Application Review - \$250 each

Informal Presentation - \$250 (no review, one appearance only)

Inspection Fee – Five Percent (5%) of the estimated cost of the public improvements as determined by the Village Engineer

Fee in Lieu of Parkland: \$2,500 for first dwelling unit plus \$2,500 for each additional lot or dwelling unit

Fee in Lieu of Parking – CB District - \$625/parking space (Amended by Local Law #2 of 2000)

The Applicant is responsible for any and all legal, engineering and/or other consulting fees and/or costs determined necessary by the board

**ARTICLE V**  
**Levy for Unpaid and Delinquent Fees**  
**[Adopted 6-3-2008 by L.L. No. 2-2008]**

**§180-21 Unpaid and delinquent accounts**

A. Any fee due by a property owner or incurred by the property owner's duly authorized representative in connection with land use applications submitted to the Village Planning Board, Zoning Board of Appeals, Building Inspector or Village Board which shall remain unpaid for more than 30 days shall be deemed delinquent.

B. Upon resolution of the Village Board any delinquent fee may be levied together with all accrued late fees and/or interest upon the ensuing Village tax billing. The levy of delinquent charges upon the Village tax billing shall not constitute an election of remedies by the Village.

## **Site Plan/Conditional Use Submissions:**

The Site Plan shall be prepared, sealed and signed by a legally qualified engineer, architect or surveyor and shall contain the following information:

- General Location: a location map set as minimum scale of 1" = 2,000' (1:24,000) to indicate the relationship of the proposed development to significant existing community facilities.
- Development Plan: ten (15) print copies of plans of the entire contiguous holding at a scale of one inch equal one-hundred feet (1" = 100') or larger scale, and measuring twenty-four by thirty-six (24" x 36") inches in size indicating the location of that portion which is to be developed in relation to the entire tract, and the distance to the nearest existing street intersection, showing the following:
  - 1. Acreage of each distinct land use, and the proposed density of each (if residential uses are proposed).
  - 2. The names of all owners of record of adjacent property.
  - 3. Existing school, zoning, and special district boundaries within one hundred (100) feet of the tract.
  - 4. Boundaries of the property with surveyed dimensions.
  - 5. Location of all existing structures on the site as well as those on adjacent property within one hundred (100) feet of the subject lot lines.
  - 6. The proposed location, height, spacing, area, and use of all proposed and existing buildings, structures, and outdoor signs and storage, if any.
  - 7. The proposed location of any use not requiring a structure, including walkways, benches, fences, and recreational facilities.
  - 8. Location of existing and proposed usable open spaces and recreational areas, and their landscaping.
  - 9. All existing and proposed means of vehicular access and egress from the site, and all streets which are either proposed, mapped or built.
  - 10. Location and design of all driveways, off street open and enclosed (if any) parking and loading areas, with the number of stalls provided therewith; and curbing provided or to be provided.

- 11. Location of all existing and proposed water lines, valves, and hydrants, all sewer lines and other utilities.
- 12. Existing drainage features (e.g. culvert, marshes, ponds and streams) of the property and within one hundred (100) feet thereof, and the proposed storm drainage system.
- 13. Existing and proposed fencing, landscaping, buffer strips and screening, where required.
- 14. Proposed location, direction and type of outdoor lighting.
- 15. Existing and proposed contours with intervals of two (2) feet extending one hundred (100) feet beyond the tract.
- 16. Location of existing rock outcrops, trees 8" or greater in caliper (on separate tree plan), orchards, hedges, and other ornamental landscaping, wooded areas, stone walls, roads or lanes, power lines, easements and other natural features and improvements thereto on the property and within one hundred (100) feet thereof.
- 17. Where the applicant wishes to develop the project in stages, a site plan indicating ultimate development shall be presented.
- 18. Boundaries and identification of existing soil types as may be found in the Soil Survey of Orange County, NY.
- 19. Detailed drawings at an appropriate scale of all public, common, and community type improvements to be constructed including but not limited to streets, driveways, parking lots, curbs, sidewalks, drainage systems, water distribution, sanitary sewers, guide rails, lighting, traffic control devices, tree plantings, landscaping, soil erosion and sediment control, parks and playgrounds, fencing, retaining walls and survey monuments.
- 20. Profile drawings at an appropriate scale of streets, driveways, drainage system, sanitary sewers and water mains.
- 21. Designation, location and elevation of land in a floodway or subject to periodic flooding.
- The Planning Board may require additional supporting material in addition to the above.

OWNER'S ENDORSEMENT

COUNTY OF ORANGE )

SS:

STATE OF NEW YORK )

\_\_\_\_\_ being duly sworn, deposes and says that he/she resides at \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_ and that he/she is the owner in fee or ( \_\_\_\_\_ ) of the \_\_\_\_\_ Corporation which is the owner in fee, of the premises described in the foregoing application and that he/she has authorized \_\_\_\_\_ to make the foregoing application to the Village of Monroe Planning Board as described herein.

\_\_\_\_\_  
Owner's Signature

Sworn before me this \_\_\_\_\_

day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Notary Public

CONSENT OF PROPERTY OWNER(S)

DATE: \_\_\_\_\_

RE: NAME OF PROJECT: \_\_\_\_\_

SECTION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_

I (we) \_\_\_\_\_,

OWNERS of the above noted parcel(s) of land authorize

\_\_\_\_\_

to act as my/our agent with regard to this application and all related proceedings for

\_\_\_\_\_

(ex. Site plan, Subdivision, etc.)

Signed: \_\_\_\_\_  
Owner

Print: \_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Address

\_\_\_\_\_  
Owner Telephone

Signed: \_\_\_\_\_  
Owner

Print: \_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Address

\_\_\_\_\_  
Owner Telephone

PROPERTY OWNER'S GUARANTEE OF FEES

I, the undersigned Owner of the premises described in the foregoing application, in providing my consent to the application submitted by \_\_\_\_\_ (Applicant) to the Village of Monroe Planning Board, do hereby guarantee the payment of any and all Planning Board fees incurred by the applicant.

I further acknowledge my awareness that pursuant to Village of Monroe Local Law 2-2008, Article V, §180-21, A and B:

"any fee due by a property owner or incurred by the property owner's duly authorized representative in connection with land use applications submitted to the Village Planning Board which shall remain unpaid for more than 30 days shall be deemed delinquent. Upon resolution of the Village Board any delinquent fee may be levied together with all accrued late fees and/or interest upon the ensuing Village tax billing for the property which is the subject of this application. The levy of delinquent charges upon the Village tax billing shall not constitute an election of remedies by the Village."

\_\_\_\_\_  
Owner's Signature

Sworn before me this \_\_\_\_\_

day of \_\_\_\_\_, 2\_\_\_\_\_

**VILLAGE OF MONROE**

**AUTHORIZATION TO INSPECT PROPERTY**

The applicant (or agent of the applicant), by submitting an application to the Planning Board and by signing this authorization, consents to inspection by Village Personnel, staff or consultants of the project site or facility for which an approval is sought and, to the extent necessary, the property owned by the applicant adjacent to the project site or facility. This authorization allows Village Representatives to enter upon and pass through such property in order to inspect the project site or facility, without prior notice, between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday.

Inspections may take place as part of the application process prior to any decision to grant or deny the approvals sought. By signing this authorization, the applicant agrees that this authorization shall remain in effect as long as the application is pending, and is effective regardless of whether the landowner or agent are physically present at the time of the inspection. In the event that the project site or facility is posted with any form of "posted" or "keep out" notice, or fenced in with an unlocked gate, this permission authorized Village Representatives to disregard such notices or unlocked gates at the time of inspection.

The applicant further agrees that during an inspection in connection with this application, among other things, Village Representatives may take measurements, may take soil samples and photographs, and may analyze physical characteristics of the site including, but not limited to, soils and vegetation and may make drawings and photographs.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
Notary Public