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**NOTICE OF REGULAR MEETINGS AND
WORKSHOP SESSIONS FOR 2003**

Planning Board, Village of Monroe, New York

NOTICE IS HEREBY GIVEN, pursuant to Section 104 of the Public Officers Law of the State of New York, that the Planning Board of the Village of Monroe will hold its regular meetings during the calendar year 2003 at the Village Hall, 7 Stage Road, Monroe, New York at 8:00 p.m. on the third Monday of each month.

The Planning Board reserves the right to reschedule any monthly meetings granted prior notification is provided in accordance with State regulations. Therefore, the applicant is advised to confirm the schedule with the Planning Board Secretary.

The Planning Board will be holding Workshop Sessions during the calendar year 2003 at the Village Hall, 7 Stage Road, Monroe, New York at 8:00 p.m. on the second Wednesday of each month. As with the regular meeting the Planning Board reserves the right to reschedule any monthly meetings granted prior notification is provided in accordance with State regulations. Therefore, the applicant is advised to confirm the schedule with the Planning Board Secretary.

OWNER'S ENDORSEMENT

**COUNTY OF ORANGE
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 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 has authorized _____ to make the
foregoing application of approval as described herein.

Sworn before me this _____ day of _____ 19

Notary Public

(Owner's Signature)

APPLICATION PROCESS

Village of Monroe - Planning Department

1. Determination of type of action.
 - Subdivision
 - Site Plan
 - Conditional Use
2. Building Department provides applicant with Application Package.
3. Applicant completes Application Package, including SEQRA Full Environmental Assessment Form and any plans or documentation required.
4. Applicant submits package and fees two weeks prior to scheduled Planning Board meeting to Village Planning Board Secretary. No information will be considered or discussed unless received two weeks prior to meeting. For schedule of fees applicant is to contact Village Planning Board Secretary.
5. Planning Board Secretary distributes copies to Board Members, Planning Board Attorney, and Village Engineer.
6. Planning Board Attorney and Engineer conduct review of submitted information and issue verbal comments to Planning Board at scheduled workshop meeting.
7. Village Engineer issues written comments incorporating discussion of Planning Board workshop session.
8. Upon satisfying all Village Planning Board requirements, applicant is scheduled for regular Planning Board meeting.
9. Applicant appears before Planning Board to describe proposed project.
10. Planning Board process
11. Public Hearing, if required.
12. Approval/Denial of project.

Date Received:
For Office Use Only

**PLANNING DEPARTMENT - VILLAGE OF MONROE
SITE PLAN/CONDITIONAL USE APPROVAL**

The Planning Board meets in the Village Hall, 7 Stage Road, Monroe, NY

Title of Project _____

Name, Address, Telephone & Fax Number of Applicant: _____

Name, Address, Telephone of Owner: _____

Type of Action: Site Plan _____ Conditional use _____

Tax No. _____ Acreage _____ Zoning District _____

Proposal or reason for Application _____

Square feet of floor area: _____

Lot Measurements: Front _____ Rear _____ Side _____

Building Measurements: Front _____ Rear _____ Depth _____ Height _____

Distance of Building From Lot Lines:

Front _____ Rear _____ Side _____ Rear _____

Type of construction: _____

Number of stories: _____ Number of parking spaces: _____
(Required by the Zoning Ordinance)

Sewage Disposal: Public System _____ Private Septic _____

Water Supply: Public System _____ Private Septic _____

Variances (if any) requires/granted by the Zoning Board of Appeals

Value of Improvement \$ _____ Estimated Completion Date: _____

Amount of Fee _____ Received on _____

Project Engineer: _____
(Name) (Telephone No.)

(Address) (License No.)

Project Surveyor: _____
(Name) (Telephone No.)

(Address) (License No.)

Project Architect: _____
(Name) (Telephone No.)

(Address) (License No.)

Project Attorney: _____
(Name) (Telephone No.)

(Address) (License No.)

**Checklist for Submitting
Site Plan/Conditional Use Approval Applications**

The following documents shall be submitted for Preliminary Administrative review.

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

- () A. Site Plan application form must be completed in full and submitted fourteen days in advance of regularly scheduled meeting.
- () B. A consent of property owner(s) form must be completed
- () C. Owner's Endorsement form must be completed in full.
- () D. Full Environmental Assessment Forms must be completed in full.
- () E. General location: a location map at as minimum scale of 1" = 2,000' (1:24,000) to indicate the relationship of the proposed development to significant existing community facilities.
- () F. Development plan: nine (9) print copies (original and subsequent submissions) and three (3) reproducible mylars (final submission only) 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.

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- () 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 soils types as may be found in the Soil Survey of Orange County. New York.
- () 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.

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- () 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. The applicant is directed to review the Village of Monroe Zoning Ordinance for further/detailed information.