In order to be placed on the Village of Monroe Planning Board workshop and meeting agenda you must submit **3 paper copies and 1 digital copy** of the following to the Village of Monroe Planning Board, Village Hall, 7 Stage Road, Monroe, NY:

- Completed Application
- SEQRA Short Environmental Assessment Form
- Owners Endorsement
- Consent of Property Owner form
- Authorization to Inspect Property
- Any and all supporting documents (site plans, survey etc.)
- Ownership Disclosure Form
- Application Fee

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 **7:00 p.m.** unless otherwise specified, and are held at Village Hall, 7 Stage Road, Monroe, NY 10950.

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 with the Village signature block on each page.

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.
VILLAGE OF MONROE
PLANNING BOARD FEE SCHEDULE

Fees Due upon Application:  (If you are uncertain of the exact fee for your project please contact the Planning Board secretary 845-782-8341 x131)

APPLICATION FEE - $300 – all matters – includes FIRST appearance only

THE FOLLOWING IS IN ADDITION TO THE ABOVE APPLICATION FEE:

STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)

a. Short Form (EAS)  $375
b. Plus all fees as subject to Section 617.17 SEQRA Part 617 NYCRR

SITE PLAN REVIEW –

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

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

Senior Housing
Initial Submission only - $500 (conceptual site plan and narrative)

Senior Housing
Full Submission - $500 if less than 5 lots or dwelling units,
$100 per lot or dwelling unit over 5 lots/dwelling units

SUBDIVISION – $500 if less than 5 lots or $100 for each lot shown on Plat

SPECIAL USE PERMIT –

New Application - $300 (plus site plan fees, if applicable), plus $25 per occupancy/dwelling unit over 2 units

Renewal of Special Use Permit - $150 plus $25 per occupancy/dwelling unit over 2 units
**Other Fees:**

The Applicant is responsible for any and all legal, engineering and/or other consulting fees and/or costs determined necessary by the board and the Applicant will be billed accordingly. Application Fees are NOT refundable.

**APPEARANCE FEE** (for all appearances after the first appearance) - $100 per appearance – all matters – including regular meetings, special meetings, workshop meetings, public hearings and field inspections.

**INFORMAL DISCUSSION** - $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 and approved by the Village Board.

**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)
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. See attached sample landscaping plan. Applicant shall follow the sample landscaping plan to the extent practicable.

- 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 )
STATE OF NEW YORK )

SS:

________________________________________ 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 ________________, 20__

________________________________________
Print Name

________________________________________
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

________________________________________
Print Name

Sworn before me this __________

day of ____________________, 2____

________________________________________
Notary Public
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
Village of Monroe Planning Board
Ownership Disclosure Form

Property address: ________________________________
S/B/L: ________________________________

The owner of the real property associated with this application is a (check one)

☐ Individual        ☐ Corporation        ☐ Land Trust
☐ Limited Liability Company ☐ Partnership
☐ Other (describe): ____________________________________________

1. List all persons who have an ownership interest in the property, which is the subject matter of this petition, by name and address.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS (No PO Boxes)</th>
<th>PHONE NUMBER</th>
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(use additional sheets for more space)

2. For each corporation, attach a copy of the certificate of incorporation, and list the name, address, and title of each officer; the name and address of each director of the corporation; and the name and address of each shareholder who owns two percent (2%) or more of the stock of the corporation. Shareholders need not be disclosed if a corporation’s stock are traded publicly on any national stock exchange.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE OR OFFICE</th>
<th>ADDRESS (No PO Boxes)</th>
<th>% OF INTEREST</th>
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3. In the case of a land trust, attach a copy of the trust agreement, list the name and address of each trustee and the name and address of the beneficiaries of the trust and the percentage of interest of each beneficiary. If any trustee or beneficiary or a trust is a corporation, please provide the information required in paragraph 2 above.

Trust Name: ________________________________

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<tr>
<th>NAME</th>
<th>TRUSTEE OR BENEFICIARY</th>
<th>ADDRESS (No PO Boxes)</th>
<th>% OF INTEREST</th>
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4. For **partnerships**, including limited partnerships, attach a copy of the partnership agreement, and list the name and address of each principal in the partnership, including general or limited partners. If any partner is a corporation, please provide the information required in paragraph 2 above.

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5. For each **limited liability company**, attach the Certificate of filing with the Department of State for the LLC, list the name, address, and title of each manager or managing member; and the name and address of each additional member with two percent (2%) or more membership interest. If any member, with two percent (2%) or more membership interest, manager, or managing member is a corporation, trust or partnership, please provide the information required in paragraphs 2, 3 and/or 4 above.

**Name of LLC:**

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<th>NAME</th>
<th>TITLE OR OFFICE</th>
<th>ADDRESS (No PO Boxes)</th>
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6. In the circumstances of a **contract for purchase**, attach a copy of the contract, list the name and address of each contract purchaser. If the purchaser is a corporation, trust, partnership, or LLC, provide the information required for those entities in paragraphs 2, 3, 4, and/or 5 above.

**Name of Purchaser:**

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<th>NAME</th>
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**Date of Contract:**

Please Specify any contingency clause related to the outcome of the consideration of the application.
7. As to any type of owner referred to above, a change of ownership occurring subsequent to this application, shall be disclosed in writing to the Planning Board prior to the date of the public hearing on the application.

I affirm that the above representations are true and are based upon my personal knowledge and belief after all reasonable inquiry. I certify that I am legally authorized to execute this Application and Affidavit and to bind the Applicant to the disclosures herein.

______________  
Date  

Owner, Agent, Applicant Signature

______________  
Owner, Agent, Applicant – Print Name

Sworn before me this __________
day of ________________, 2________

__________________________  
Notary Public
# VILLAGE OF MONROE
## PLANNING BOARD APPLICATION

<table>
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<tr>
<th>Applicant Information</th>
<th>Date of Application:</th>
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<tr>
<td>Name:</td>
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<td>Address:</td>
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<td>Company Name:</td>
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<td>Telephone: (H)</td>
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<td>Email Address:</td>
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<td>Fax No.:</td>
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## Property Address:

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<tr>
<th>Tax Map Designation:</th>
<th>Section</th>
<th>Lot</th>
<th>Block</th>
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## Type Of Action:

<table>
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<tr>
<th>Site Plan</th>
<th>Amended Site Plan</th>
<th>Conditional Use</th>
<th>Accessory Use</th>
<th>Field Change</th>
<th>Accessory Apartment</th>
<th>Multi Family</th>
<th>Two Family</th>
<th>Other</th>
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<th>Senior Housing Initial Submission</th>
<th>Architectural Review</th>
<th>Senior Housing Full Site Plan</th>
<th>Lot Line Change</th>
<th>Minor Subdivision</th>
<th>Major Subdivision</th>
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## Title of Project:

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**PROPERTY OWNER INFORMATION** (The exact name of Property Owner must be set forth)

If Property Owner is same as Applicant Check Here and □ Continue to next item

Property Owner Name: (If Property Owner is a Corporation, LLC or other entity please provide a contact name)

Address:

Telephone:  (H)    (W)    (Cell)

Email:    Fax No:

If Property Owner is located outside of Monroe provide name, address, phone and email of a local contact:

---

**PROJECT CONTACTS**

**PROJECT ENGINEER:**

Name:

Firm:

Address:

Telephone:    Fax No.:

Email:

---

**PROJECT ATTORNEY:**

Name:

Firm:

Address:

Telephone:    Fax No.:

Email:
**PROJECT ARCHITECT:**

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**PROJECT SURVEYOR:**

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**OTHER PROJECT CONTACTS (if any):**