

**VILLAGE OF MONROE PLANNING BOARD
7 STAGE ROAD
MONROE, NY 10950
(845) 782-8341 x131**

PLANNING BOARD APPLICATION

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**

Pursuant to Chapter 98 of the Village of Monroe Code, all land use application and escrow fees may be set by resolution of the Village Board of Trustees.

Applications to the Planning Board	
Informal Review/Request for Worksession	\$ 250
Site Plan Application	
Non-Residential	\$ 250 plus \$0.10 per sq ft of building floor area
Residential	\$ 500 if less than 5 lots/dwelling units \$ 100 per lot/dwelling unit over 5 lots/dwelling units
Senior Housing (Initial Submission) - 200-63.1	\$ 500
Senior Housing (Full Submission)	\$ 500 if less than 5 lots/dwelling units \$ 100 per lot/dwelling unit over 5 lots/dwelling units
Special Permit Use	
New Application	\$ 300 (plus Site Plan fees, if applicable), plus \$ 25 per occupancy/dwelling unit over 2 units
Renewal	\$ 150 plus \$ 25 per occupancy/dwelling unit over 2 units
Subdivision	
Less than 5 lots	\$ 500
5 or more lots	\$ 100 per lot
Escrow Deposit for Consultant Review	
Residential Uses	\$250 per unit for the first 10 units, \$50 per unit over 10 units plus SEQR, plus SWPPP
Non-residential uses	\$1000.00, plus the greater of \$50 per acre, \$50 per lot, \$50 per unit or \$50 per 1000 sq. feet of building floor area, plus SEQR, plus SWPPP
SEQR	\$600 - Short Environmental Assessment Form \$1200 - Long Environmental Assessment Form Environmental Impact Statement – as recommended by consultants, payable within 15 days of a positive declaration.
SWPPP (if applicable)	\$1000 for the first 1-5 acres of disturbance, plus \$250 per acre of 5 acres disturbed.
Miscellaneous Planning Board Fees	
Appearance Fee (for all appears after the first appearance)	\$ 100.00 per appearance.
Engineering Inspection Fees	6% of the estimate cost of public improvements as determined by the Village Engineer and approved by the Village Board
Professional Fees	As billed by Village Consultants.
Fee in Lieu of Parkland	\$ 2,500 per dwelling unit

Fee in Lieu of Parking – CB District	\$ 625 per parking space
--------------------------------------	--------------------------

1. All site plan, special permit, and subdivision applications shall require an escrow deposit as set forth in the fee schedule. When the required escrow deposit amount falls below 40% of the initial deposit, the applicant shall replenish the deposited amount to the full initial value prior to any further review of the application.
2. The Planning Board may, in their discretion, waive a portion of the escrow deposit for applications that do not involve any construction.
3. The Village reserves the right to require bonding or other surety to ensure that offsite or onsite improvements are constructed and maintained in accordance with approved plans. The amount of such surety is to be determined by the Village Engineer.
4. The cost of public notice shall be paid for by the applicant.

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.

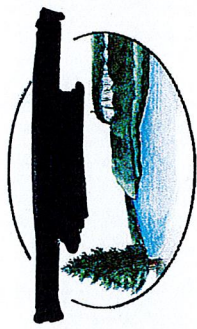
B. Upon resolution of the Village Board any delinquent fee may be levied together with all accrued late fees and/or interest upon the ensuing Village tax billing. The levy of delinquent charges upon the Village tax billing shall not constitute an election of remedies by the Village.

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.

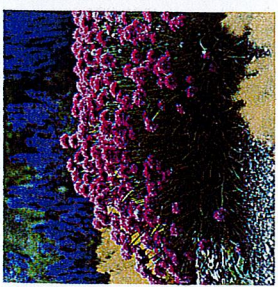
- 11. Location of all existing and proposed water lines, valves, and hydrants, all sewer lines and other utilities.
- 12. Existing drainage features (e.g. culvert, marshes, ponds and streams) of the property and within one hundred (100) feet thereof, and the proposed storm drainage system.
- 13. Existing 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.
-



Anemone (Windflower)



Achillea (Yarrow)



Artemisia (False Sea Pink)



Boxwood Hedgerows



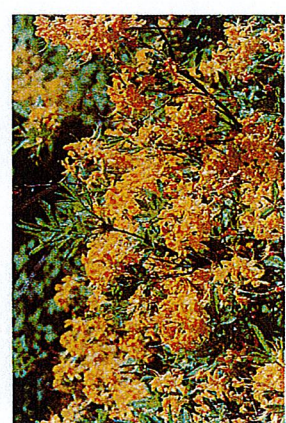
Emperor Japanese Maple Tree



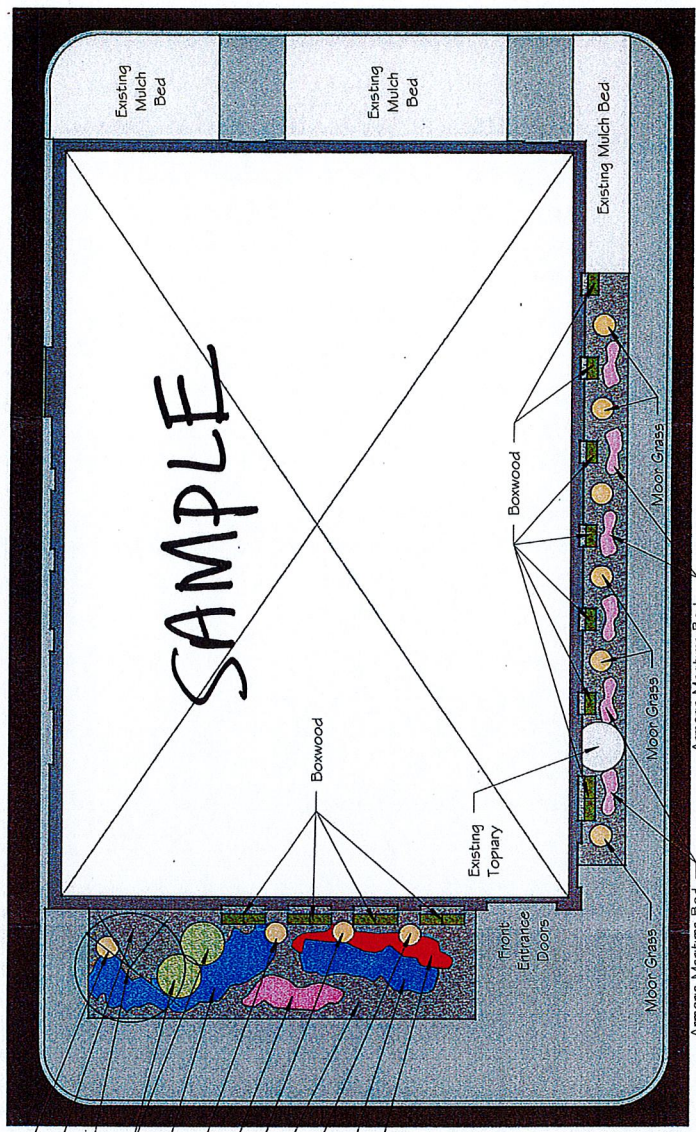
Muscari Armeniacum (Grape Hyacinth)



Molinia Caerulea (Moor Grass)



Rhododendrum Luteum (Pontic Azalea)



All plantings shown on the approved plan shall be maintained in a vigorous growing condition throughout the duration of use and plants not maintained shall be replaced with new plants at the beginning of the next immediately following growing season. The owner, their heirs, transferees, assignees, tenants, if any, shall be jointly and severally responsible for the maintenance of all trees and landscaping which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free from refuse and debris in perpetuity. The building inspector shall assure compliance with the terms of the planning board approval.

Proposed Landscape Plan
Village of Monroe - Planning Board Meeting

NOTE:
ALL PLANT ELEVATIONS & RENDERINGS ARE
FOR INFORMATION ONLY.
FINAL DESIGN IS SUBJECT TO FIELD VERIFICATION. FINAL
MATERIALS AND COLOR SELECTIONS ARE TO BE VERIFIED
DURING THE DESIGN DEVELOPMENT STAGE.

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 _____

Print Name

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

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.

NAME	ADDRESS (No PO Boxes)	PHONE NUMBER

(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.

NAME	TITLE OR OFFICE	ADDRESS (No PO Boxes)	% OF INTEREST

(use additional sheets for more space)

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: _____

NAME	TRUSTEE OR BENEFICIARY	ADDRESS (No PO Boxes)	% OF INTEREST

(use additional sheet for more space)

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.

NAME	ADDRESS (No PO Boxes)	% OF INTEREST

(use additional sheets for more space)

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: _____

NAME	TITLE OR OFFICE	ADDRESS (No PO Boxes)	% OF INTEREST

(use additional sheets for more space)

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: _____

NAME	ADDRESS (No PO Boxes)	% OF INTEREST

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

Applicant Information		Date of Application:
Name:		
Address:		
Company Name:		
Telephone: (H)	(W)	(Cell)
Email Address:		
Fax No.:		

Property Address:			
Tax Map Designation:	Section	Lot	Block

Type Of Action:

Site Plan	<input type="checkbox"/>	Conditional Use	<input type="checkbox"/>
Amended Site Plan	<input type="checkbox"/>	Field Change	<input type="checkbox"/>
Accessory Use	<input type="checkbox"/>	Mutli Family	<input type="checkbox"/>
Accessory Apartment	<input type="checkbox"/>	Other_____	
Two Family	<input type="checkbox"/>		
Senior Housing Initial Submission	<input type="checkbox"/>	Architectural Review	<input type="checkbox"/>
Senior Housing Full Site Plan	<input type="checkbox"/>		
Lot Line Change	<input type="checkbox"/>		
Minor Subdivision	<input type="checkbox"/>	Major Subdivision	<input type="checkbox"/>

<u>Title of Project:</u>

<u>Brief Description of Project/Reason for Application:</u>

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:	
Name:	
Firm:	
Address:	
Telephone:	Fax No.:
Email:	

PROJECT SURVEYOR:	
Name:	
Firm:	
Address:	
Telephone:	Fax No.:
Email:	

OTHER PROJECT CONTACTS (if any):