

**VILLAGE OF MONROE PLANNING BOARD
7 STAGE ROAD
MONROE, NY 10950
(845) 782-8341 x145**

PLANNING BOARD APPLICATION

Instructions

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 with all pages and Project Narrative

SEQRA Short Environmental Assessment Form utilizing the NYSDEC Resource Mapper (<https://gisservices.dec.ny.gov/eafmapper/>)

Owners Endorsement

Consent of Property Owner form

Authorization to Inspect Property

Any and all supporting documents (site plans, survey etc.)

Ownership Disclosure Form

Land Use Determination Form

Application Fee and initial escrow deposit

Applicants should be the property owner, an authorized tenant or contract vendee. Consultants such as lawyers, architects or engineers should be listed under Project Contacts.

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 can be found here:

<https://www.villageofmonroe.org/boards/planning-board/>. If documents are not submitted by the submission deadline, the application will be scheduled for the following month. Incomplete applications will be returned to the Applicant.

You will receive a telephone call or email confirming your appearance date, however, it is your obligation to confirm all scheduled appearances. Applicants must appear at the work session preceding the regular meeting date.

All meetings begin at **7:00 p.m.** unless otherwise specified, and are held at Village Hall, 7 Stage Road, Monroe, NY 10950. The Planning Board reserves the right to limit the number of applications heard at a particular meeting as time permits. Discussion of an agenda item will not commence after 10 p.m.

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. Applicants will be provided

with written and oral comments. Applicants are to respond to such comments in writing by identifying the specific comment and response in a subsequent submission. Subsequent submissions must be made by the submission deadline.

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.

APPLICATION FEES		
APPLICATIONS TO THE PLANNING BOARD		
Requested Action	Cost	Cost for This Application
Informal Review/Request for Work session	\$250.00	
SITE PLAN APPLICATION		
Requested Action	Cost	Cost for This Application
Non-Residential	\$250.00 plus \$0.10 per SF of building floor area	
Residential	\$500.00 if Less than 5 lots/dwelling units	
	\$100.00 per lot/dwelling unit over 5 lots/dwelling units	
Senior Housing (Initial Submission) 200-63.1	\$500.00	
Senior Housing (Full Submission)	\$500.00 if Less than 5 lots/dwelling units	
	\$100.00 per lot/dwelling unit over 5 lots/dwelling units	
ARCHITECTURAL REVIEW BOARD OR HISTORICAL REVIEW BOARD APPLICATION		
Requested Action	Cost	Cost for This Application
New Application	\$50.00	
SPECIAL USE PERMIT		
Requested Action	Cost	Cost for This Application
New Application	\$300.00 (plus site plan fees if applicable), plus \$25.00 per occupancy/dwelling unit over 2 units	
Renewal	\$150.00 plus \$25.00 per occupancy/dwelling unit over 2 units	
SUBDIVISION		
Requested Action	Cost	Cost for This Application
Less than 5 lots	\$500.00	
5 or more lots	\$100.00 per lot	

ESCROW DEPOSIT FOR CONSULTANT REVIEW		
Requested Action	Cost	Cost for This Application
Residential Uses	\$250.00 per unit for the first 10 units, \$50.00 per unit over 10 units plus SEQR, plus SWPPP	
Non-Residential uses	\$1,000.00, plus the greater of \$50,00 per acre, \$50.00 per lot, \$50.00 per unit, or \$50.00 per 1,000 SF of building floor area, plus SEQR, Plus SWPPP	
SEQR	\$600.00 Short Environmental Assessment Form \$1,200.00 Long Environmental Assessment Form Environmental Impact Statement – as recommended by consultants, payable within 15 days of a positive declaration	
SWPPP (if applicable)	\$1,000.00 for the first 1-5 acres of disturbance, plus \$250.00 per acre of 5 acres or more disturbed	
MISCELLANEOUS PLANNING BOARD FEES		
Requested Action	Cost	
Appearance Fee (for all appearances after the first appearance)	\$100.00 per appearance	
Engineering Inspection Fees	5% of the estimated 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	\$2,500.00 per dwelling unit	
Fee in Lieu of Parking – CB District	\$625.00 per parking space	
TOTAL APPLICATION FEES SUBMITTED WITH THIS APPLICATION		\$ _____.
TOTAL ESCROW DEPOSIT SUBMITTED WITH THIS THIS APPLICATION		\$ _____.

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.

**VILLAGE OF MONROE
PLANNING BOARD APPLICATION**

Property Owner Information	
Date of Application:	
Name:	
Address:	
Company Name:	
Work Phone:	Cell Phone:
Fax:	Home Phone:
Email Address:	

Property Address			
Tax Map Designation:	Section	Block	Lot

Title of Project:
Type of Action:

- | | | |
|--|---|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Amended Site Plan | <input type="checkbox"/> Senior Housing Initial Submission |
| <input type="checkbox"/> Field Change | <input type="checkbox"/> Lot Line Change | <input type="checkbox"/> Senior Housing Full Site Plan |
| <input type="checkbox"/> Multi Family | <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Architectural Review |
| <input type="checkbox"/> Two Family | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Accessory Apartment |
| <input type="checkbox"/> Accessory Use | <input type="checkbox"/> Major Subdivision | |
| <input type="checkbox"/> Other _____ | | |

Please provide any existing approvals or determinations from the Zoning Board of Appeals or other outside agency.

Brief Description of Project (include SF, footprint, units, stories, etc.) Use additional sheets if necessary.

Applicant Information

If Property Owner is the same as Applicant check here and continue to Project Contacts. If Property Owner is different from the Applicant, complete the information below and Owner's Endorsement

Applicant Name:

Contact Name - if property owner is a Corporation, LLC, or other entity:

Address:

Work Phone:

Cell Phone:

Fax:

Home Phone:

Email Address:

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

PROJECT CONTACTS

Project Engineer

Name:

Firm:

Address:

Telephone:

Fax:

Email:

Project Attorney

Name:

Firm:

Address:

Telephone:

Fax:

Email:

Project Architect

Name:

Firm:

Address:

Telephone:

Fax:

Email:

Project Surveyor

Name:

Firm:

Address:

Telephone:

Fax:

Email:

Other project contacts (if any) : _____

Is the project site located within 500 feet of:

A municipal boundary?	YES	NO
Boundary of an existing or proposed county or state park?	YES	NO
Right of way of any county or state road or highway?	YES	NO
Stream or drainage channel?	YES	NO
County or state-owned land on which a public building or institution is situated?	YES	NO
Boundary of a farm operation located in an agricultural district	YES	NO

Site Plan/Special Use Permit Submission Checklist:

The Site Plan shall be prepared, sealed and signed by a legally qualified engineer, architect or surveyor and shall contain the following information pursuant to § 200-72(l) of the Village of Monroe Code:

_____ 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: three (3) 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:

- _____ Acreage of each distinct land use, and the proposed density of each (if residential uses are proposed).
- _____ The names of all owners of record of adjacent property.
- _____ Existing school, zoning, and special district boundaries within one hundred (100) feet of the tract.
- _____ Boundaries of the property with surveyed dimensions.
- _____ 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.
- _____ The proposed location, height, spacing, area, and use of all proposed and existing buildings, structures, and outdoor signs and storage, if any.
- _____ The proposed location of any use not requiring a structure, including walkways, benches, fences, and recreational facilities.
- _____ Location of existing and proposed usable open spaces and recreational areas, and their landscaping.
- _____ All existing and proposed means of vehicular access and egress from the site, and all streets which are either proposed, mapped or built.
- _____ 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.
- _____ Location of all existing and proposed water lines, valves, and hydrants, all sewer lines and other utilities.

- _____ 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.
- _____ 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.
- _____ Proposed location, direction and type of outdoor lighting.
- _____ Existing and proposed contours with intervals of two (2) feet extending one hundred (100) feet beyond the tract.
- _____ 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.
- _____ Where the applicant wishes to develop the project in stages, a site plan indicating ultimate development shall be presented.
- _____ Boundaries and identification of existing soil types as may be found in the Soil Survey of Orange County, NY.
- _____ 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.
- _____ Profile drawings at an appropriate scale of streets, driveways, drainage system, sanitary sewers and water mains.
- _____ Profile drawings at an appropriate scale of dumpster enclosure(s)
- _____ Designation, location and elevation of land in a floodway or subject to periodic flooding.
- _____ Parking calculations for the intended use pursuant to Village of Monroe Zoning Code.
- _____ A Table of District Uses and Bulk Requirements for the property.
- _____ A note specifying hours of operation.
- _____ Demarcation of the proposed limit of disturbance and the total acreage to be disturbed.

The plan for the proposed site has been prepared in accordance with this checklist.

By: _____ Date: _____
Applicant's Licensed Professional

**This list is designed to be a guide ONLY. The Village of Monroe Planning Board may require additional notes or revisions prior to granting approval.

CONSENT OF PROPERTY OWNER(S)

DATE: _____

RE: NAME OF PROJECT: _____

SECTION _____ BLOCK _____ LOT _____

I (we) _____

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

_____ (ex. Engineer, Lawyer,
Agent) to act as my/our agent with regard to this application and all related proceedings for

(ex. Site plan, Subdivision, etc.)

Signed:

Owner _____

Name: _____

Address: _____

Telephone: _____

Owner _____

Name: _____

Address: _____

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

Owner's Signature

Print Name

Print Name

Sworn before me this _____
day of _____, 2_____

Sworn before me this _____
day of _____, 2_____

Notary Public

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. If 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: _____

Owner's Signature

Owner's Signature

Print Name

Print Name

Sworn before me this _____
day of _____, 2_____

Sworn before me this _____
day of _____, 2_____

Notary Public

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 (Go to #1) Corporation (Go to #2)
 Trust (Go to # 3) Partnership (Go to # 4)
 Limited Liability Company (Go to #5) Contract Vendee (Go to #6)
 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 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.

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's Signature

Owner's Signature

Print Name

Print Name

Sworn before me this _____
day of _____, 2_____

Sworn before me this _____
day of _____, 2_____

Notary Public

Notary Public