



**TOWN OF IRONDEQUOIT
APPLICATION TO PLANNING BOARD**

PROJECT ADDRESS _____

TOTAL AREA OF PROJECT SITE _____

TAX ID NUMBER _____ **ZONING DISTRICT** _____

PROPERTY OWNER (Print) _____ **PHONE** _____

ADDRESS _____ **CELL PHONE** _____

E-MAIL ADDRESS _____ **FAX** _____

APPLICANT (Print) _____ **PHONE** _____

ADDRESS _____ **CELL PHONE** _____

E-MAIL ADDRESS _____ **FAX** _____

AGENT _____ **PHONE** _____

ADDRESS _____ **CELL PHONE** _____

E-MAIL ADDRESS _____ **FAX** _____

APPLICATION IS FOR THE FOLLOWING: _____ Pre-Application _____ Conceptual _____ Site Plan

APPLICATION IS FOR THE FOLLOWING EPOD PERMITS:

- _____ EPOD 1 Wetland Protection District (Town Code §235-51)
- _____ EPOD 2 Steep Slope Protection (§235-52)
- _____ EPOD 3 Woodlot Protection (§235-53)
- _____ EPOD 4 Floodplain Protection (§235-55)
- _____ EPOD 5 Watercourse Protection (§ 235-56)
- _____ EPOD 6 Coastal Erosion Area Protection District (§235-57)

DESCRIPTION OF PROJECT: _____

FEE \$ _____

DATE OF HEARING: _____

CASE NO: _____

OTHER BOARD REFERRALS: _____

DATE: _____

A SIGN (PROVIDED BY THE TOWN) INFORMING RESIDENTS OF THE PUBLIC HEARING MUST BE POSTED ON THE PROPERTY AT LEAST TEN (10) DAYS PRIOR TO THE SCHEDULED HEARING. (SIGNS SHALL BE RETURNED TO THE TOWN AT THE PUBLIC HEARING.)

AT THE PUBLIC HEARING: At the scheduled public hearing, applicants or their representatives are required to present their case and answer questions from the Board. The Board then entertains public comment in favor and in opposition of the application, as well as general questions. The applicants will then have the opportunity to answer any questions raised and respond to any comments. After each case has been heard the Board deliberates and renders a decision, unless a case is adjourned or tabled for some reason.

DENIED REQUESTS: APPEAL FROM THE BOARD'S DECISION CAN BE ENTERTAINED ON OR BEFORE THIRTY (30) DAYS FROM THE DATE A DECISION IS FILED WITH THE TOWN CLERK THROUGH LEGAL ACTION.

GRANTED REQUESTS: IN THE EVENT THE PROPOSED REQUEST IS GRANTED, THE APPLICANT MUST SUBMIT, PRIOR TO THE ISSUANCE OF ANY BUILDING, EPOD, OR EARTH MOVING PERMITS:

- TWO (2) COPIES OF THE FINAL SITE PLAN(S) WITH ANY REQUIRED MODIFICATIONS. ALL PLANS SHOULD BEAR THE ORIGINAL STAMP AND SIGNATURE OF THE PROJECT ENGINEER/ARCHITECT.
- WRITTEN EASEMENTS APPROVED BY THE TOWN AND PROOF OF FILING WITH MONROE COUNTY CLERK'S OFFICE (IF APPLICABLE).
- TWO (2) COPIES OF RESUBDIVISION MAP (IF APPLICABLE).
- RECREATION FEES ARE REQUIRED AT TIME OF OBTAINING BUILDING PERMITS (IF APPLICABLE).
- ONE (1) COPY OF REQUIRED PERMITS FOR WORKING WITHIN TOWN, COUNTY OR STATE RIGHT OF WAYS (IF APPLICABLE).
- THE PLANS SHOULD ALSO BEAR THE SIGNATURES FROM ANY OTHER PERMITTING AGENCIES INCLUDING, BUT NOT LIMITED TO, MONROE COUNTY HIGHWAY DEPARTMENT, WATER AUTHORITY, HEALTH DEPARTMENT, NYS DEPARTMENT OF ENVIRONMENTAL CONSERVAITON, NYS DEPARTMENT OF TRANSPORTATION, AND U.S. ARMY CORPS OF ENGINEERS. (A PERMIT OR LETTER FROM THE PERMITTING AGENCY MAY BE SUBSTITUTED IN LIEU OF A SIGNATURE.)
- AN ITEMIZED ESTIMATE OF ALL SITE WORK COSTS, EXCLUDING ANY BUILDING(S), MUST ALSO BE SUBMITTED TO THE TOWN FOR APPROVAL. A LETTER OF CREDIT OR CERTIFIED CHECK, FOR THE APPROVAL AMOUNT, SHALL BE SUBMITTED TO THE TOWN'S COMMUNITY DEVELOPMENT DEPARTMENT PRIOR TO THE ISSUANCE OF ANY BUILDING PERMITS OR LETTER WITH THE SITE PREPARATION WORK (IF APPLICABLE).

APPLICANT'S NAME PRINTED: _____

***APPLICANT'S SIGNATURE:** _____ **DATE:** _____

AGENT'S NAME PRINTED: _____

***AGENT'S SIGNATURE:** _____ **DATE:** _____

** Please sign form last. If any changes are made after signing, please clear signature and re-sign.*

Any questions regarding Planning Board Applications may be addressed to the Planning and Zoning Division.

Donna D. Martello @ (585)-336-6015 / Email: dmartello@irondequoit.org

or

Michelle Nichols @ (585) 336-6017 / Email: mnichols@irondequoit.org