



MONROE COUNTY
DEPARTMENT OF PLANNING AND DEVELOPMENT

DEVELOPMENT REFERRAL FORM

SUBMITTAL CHECKLIST (please check all that apply; see www.monroecounty.gov for forms & more information.)

- Referral form completed in full, clearly printed or typed, signed by municipal representative.
5 copies of plan sets folded to 8 1/2"x11" with title block showing, including overall site plan showing phased development; or 5 copies of text amendment or new local law.
If there is a wetland or protected stream on the property include extra copy of plan set (making a total of 6 sets).
All information obtained by the municipality pertaining to this application (letter from agent, environmental assessment forms, agricultural data statement, etc.) is attached.
Airport Referral Form (for projects subject to MCDP&D review under Section 239-m of the New York State (NYS) General Municipal Law (GML) and Section C5-4A of the County Charter).

Owner/Applicant Agent
Name:
Business:
Address:
City, State, Zip:
Telephone No.:
Fax No:
E-mail Address:

PROJECT INFORMATION

Project Name:
Project Description:
Project Address:
Nearest Major Intersection and Direction:
Tax Account Number:
Previous MCDP&D Review Referral No.:

Type of Development (Check all that apply)

- Agricultural Industrial Vacant Land
Commercial, Non-Retail Public Services Wild, Forested, Conservation Lands & Public Parks
Commercial, Retail Recreation & Entertainment Other (explain)
Community Service Residential
Will this development include affordable housing? Yes No

Project Size

Number of phases for overall project: Phase number for this submittal:
Proposed Gross Floor Area: Total Acreage: Phase Acreage:
Maximum Structure/Equipment Height: Number of Lots: Number of Units:

Permits: Will this project require any permits from the following agencies?

- Army Corp of Engineers MC Dept. of Health MC Dept. of Transportation
NYS Dept. of Environmental Conservation NYS Dept. of Transportation Other (explain):

Site Information

Known environmental factors on site:
Will this project disturb more than one acre of land? Yes No
Will this project disturb more than five acres of land? Yes No

MCDP&D Use Only

Airport COMIDA NYS DEC Date Received: Referral Number:
Army Corp. Econ Develop. NYS DOT Post Mark Date: Reviewer:
Canal Corp. Empire Zone Parks Land Use Code: DRC Due Date:
Community Dev. Enviro. Services Public Safety Notes: LOCAL MATTER AIRPORT APPROVAL

TYPE OF REFERRAL (please check all appropriate boxes)

Planning/Zoning Referral (subject to review under Section 239-m of the NYS General Municipal Law)

Comprehensive Plan (adoption or amendment)

Amendment to Zoning Ordinance or Local Law (submit original text showing amendments)

Chapter Title and Number in Local Law: _____

New Local Law (submit text)

New Local Law Name and Number: _____

Rezoning of Parcel(s) (If this rezoning includes subdivision of land, please check Subdivision box below)

From: _____

To: _____

Special Permit

For: _____

Conditional Use Permit: For: _____

Use Variance(s): Intended use of the property: _____

Other Variance(s) - check all that apply:

Area

Density

Height

Lot

Setback

Sign

Other _____

Site Plan, please check:

Concept

Preliminary

Final

Addition Only

Subdivision Referral: (subject to review under 239-n of the NYS GML & C5-2 of the County Charter)

Airport Referral (attach airport referral form)

MUNICIPAL INFORMATION

Municipality: _____

Referring Board: _____

Planning

Zoning

Town/Village Board

Date of Board Hearing: _____

Preferred Municipal Due Date: _____

Please discuss any special concerns the municipality has with this application:

Note: According to State Law, Monroe County is allowed 30 days to respond to this application.

CERTIFICATION

With the following signature I certify that this application provides a complete description of the proposed local action and is a complete application pursuant to NYS General Municipal Law Article 12b, Section 239-m,1(c).

Referring Official Signature: _____

Print Name: _____

Title: _____

Phone No.: _____

Fax No.: _____

E-mail: _____

SUBMITTAL INSTRUCTIONS

Referrals are reviewed by MCDP&D and the Monroe County Development Review Committee weekly. Applications must be received by 12:00 p.m. Monday. Any submittals received after 12:00 p.m. Monday will be distributed to the DRC the following week. Incomplete applications will be held for ten business days after which time they will be returned to municipality.

Direct all submittals and questions to: Monroe County Department of Planning and Development, Planning Division, CityPlace, 50 West Main Street, Suite 8100, Rochester, New York 14614-1225, Phone (585) 753-2000, Fax (585) 753-2028.