

PLANNING BOARD SUBMITTAL REQUIREMENTS:

16 COPIES OF PLANS + **(6 copies to Monroe County DRC)**

-All subdivision applications consisting of 5 lots or more, **REQUIRES a LONG form EAF** be filled out.

-Any project consisting of lands in an AG District, **REQUIRE an Agricultural Data Statement** be filled out.

- *1- Subdivision File w/copy of SEQR forms & AG Data Statement*
- *7- Board Members w/copy of SEQR forms & AG Data Statement for each member*
- *1- Planning Board Attorney (Keith O'Toole) w/copy of SEQR forms & AG Data Statement*
- *3- Conservation Board w/copy of SEQR forms & AG Data Statement*
- *2- Town Engineer's (John Freel & John Gauthier) w/copy of SEQR forms*
- *1- Highway Superintendent (Dave Widger)*
- *1- Assessor's Office/Fire Marshal (Jim McKinney)*

*****DRC copies submitted to Monroe County by applicant.***

SUBDIVISION FILING:

- Mylar **including signature block:** (plat)
 - Planning Board Chairman
 - Town Engineer
 - Town Attorney
 - Highway Superintendent
 - Building Inspector
 - Town Clerk
- All easements filed **with liber and page # displayed;**
- Letter of Credit approved & submitted;
- **4 full** paper sets of plans;
- **Complete overall approved plan** if phased.

APPLICATION FOR BUILDING PERMIT:

- Subdivision map filed with Monroe County;
- 1 copy of building plans stamped;
- Plot map showing footprint of the proposed house and specific location on the site;
- Highway access permit;
- MCHD current approval (issued within past 24 months);
- Energy code compliance (RES check).