

Concept \$ \_\_\_\_\_ Date Pd. \_\_\_\_\_ Mtg.Date \_\_\_\_\_  
 Old Bus \$ \_\_\_\_\_ Date Pd. \_\_\_\_\_ Mtg.Date \_\_\_\_\_  
 Old Bus \$ \_\_\_\_\_ Date Pd. \_\_\_\_\_ Mtg.Date \_\_\_\_\_  
 Old Bus \$ \_\_\_\_\_ Date Pd. \_\_\_\_\_ Mtg.Date \_\_\_\_\_

Meeting Date: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 Application Fee: \_\_\_\_\_  
 Engineering Fee: \_\_\_\_\_

**TOWN OF OGDEN PLANNING BOARD**  
**APPLICATION FOR**  
**REVIEW AND APPROVAL OF SUBDIVISION PLAN**

1. **Subdivision Name:** \_\_\_\_\_  
 Number of Lots: \_\_\_\_\_ Acres \_\_\_\_\_ Tax Account #: \_\_\_\_\_
2. Subdivision: (If owner, so state. If agent or other type of relationship, please state:)  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Town \_\_\_\_\_ ZC \_\_\_\_\_ Telephone #: \_\_\_\_\_
3. **Licensed Land Surveyor or Engineer:**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Town \_\_\_\_\_ ZC \_\_\_\_\_ Telephone #: \_\_\_\_\_
4. Location of Proposed Subdivision: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Type of water supply: \_\_\_\_\_
6. Type of Sewage Disposal: \_\_\_\_\_
7. A.) State from whom and when title to land was acquired: \_\_\_\_\_  
 B.) Has applicant sold one or more lots from his property? Yes [ ] No [ ]  
 Explain: \_\_\_\_\_
8. Brief description of project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Requested Exceptions: The Planning Board is hereby requested to authorize the following exceptions to or waivers of its regulations governing subdivision (attach list of such exceptions with the reason for each exception).
10. The undersigned hereby requests approval by the Planning Board of the above-identified subdivision plan, fifteen (15) copies of which are filed herewith. Six (6) have been filed with Monroe County Planning & Development.
11. The undersigned hereby acknowledges that fees resulting from subdivision development shall be the responsibility of the applicant. \*Also, that a penalty fee of 1.5% per month will be charged for outstanding subdivision engineering fees of more than 30 days from the billing date.
12. The developer hereby acknowledges that charges incurred with respect to the lighting district prior to the construction of new homes and/or the assessment of such charges to the new homes shall be the responsibility of the applicant to the town.

\_\_\_\_\_  
Signature of Engineer

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



TOWN OF  
**Ogden**

COUNTY OF MONROE  
STATE OF NEW YORK

**PLAN SUBMISSION REQUIREMENTS**  
**FOR PRELIMINARY AND FINAL APPROVAL**

*All information provided on the concept layout shall be included with the preliminary plan. The following additional information shall be required with the Preliminary and Final Plan submissions:*

- \_\_\_ Subdivider's address
- \_\_\_ Title/signature/revision blocks. Signature block shall include the following:
  - \_\_\_ *Municipal Engineer*                      \_\_\_ *Town Clerk*
  - \_\_\_ *Building Inspector*                      \_\_\_ *Planning Board Chairperson*
  - \_\_\_ *Highway Superintendent*                      \_\_\_ *Planning Board Attorney*
- \_\_\_ Benchmark and references
- \_\_\_ Monumentation – information
- \_\_\_ Easements – 120 feet minimum on streams or as determined by the \_\_\_  
Municipal Engineer
- \_\_\_ Lot size – references to conformance with codes
- \_\_\_ In the event mineral deposits are indicated during preparation of septic design, a deep hole investigation shall be performed at the house location and results denoted on the plan. (*Deep holes required on all projects*)
- \_\_\_ Tax account numbers, house numbers, and owner's names of parcels adjacent to the proposed subdivision
- \_\_\_ Well and septic system locations adjacent to the proposed subdivision
- \_\_\_ Finished floor elevation, finished grade elevations at the house location(s), and minimum basement elevation. The finished grade elevations shall be shown in boxes at each house corner
- \_\_\_ Street lights for all dedicated roads or as required by the Planning Board
- \_\_\_ Indication of front and side setbacks
- \_\_\_ Indication of existing gas and water mains. Proposed locations of new water mains and services
- \_\_\_ Existing and proposed culverts with size and invert information
- \_\_\_ Percolation test and deep hole data. Deep hole data shall state "none" if water, rock or minerals are not present. The information shall include the date of the test and the name of the witness from Monroe County Health Department
- \_\_\_ Location of percolation test and deep hole indicated. (*Shall be within the area of the proposed septic field*)

*(continued)*

- \_\_\_ Leach line inverts shown
- \_\_\_ Septic field location should not interfere with future additions or improvements
- \_\_\_ A 1"=200' scale map showing the path of drainage to an established bed and bank stream. *(As applicable or as requested by the Municipal Engineer)*
- \_\_\_ Restrictions, easements, covenants, special use permits indicated, wetland boundaries and Federal flood zone information
- \_\_\_ Any fill required to perform site grading
- \_\_\_ Existing and proposed contours at an interval not to exceed a minimum of 2 feet elevation. Contours shall extend 100 feet beyond the limits of the parcel being developed
- \_\_\_ The location and elevation of all buildings and the location of all wells and leach fields
- \_\_\_ Public water not available - check for the following:
  - a) Note: *"The Town of Ogden is not responsible for the quantity or quality of the well water"*
  - b) *Well detail per Monroe County Health Department*
  - c) *Well water sample is satisfactory to the Monroe County Health Department*
- \_\_\_ Length and bearings of lot line and subdivision boundary lines. Length of curves, tangent stations and proposed radii
- \_\_\_ Dimensions shall be indicated in feet and decimals thereof. Angle measurements shall be indicated in degrees-minutes-seconds
- \_\_\_ Seal and signature of a license engineer and land surveyor
- \_\_\_ Changes are defined, dated and indicated in Revision Block
- \_\_\_ Results of hydrant flow tests are indicated
- \_\_\_ Soil stockpile areas designated or referenced
- \_\_\_ Documentation for existing and proposed easements
- \_\_\_ Street or road stationing
- \_\_\_ Appropriate Standard Construction Details and profiles
- \_\_\_ Notes *(See separate sheet listing General Plan Notes)*
- \_\_\_ Erosion control details and position
- \_\_\_ Landscape Plan *(If required by Planning Board)*
- \_\_\_ Necessary Districts (Lighting, sewer, etc.)
- \_\_\_ Street Names



TOWN OF  
**Ogden**  
COUNTY OF MONROE  
STATE OF NEW YORK

## **SUBDIVISION REQUIREMENTS CHECKLIST**

- \_\_\_ **Subdivision Name**
- \_\_\_ **Subdivider's Name**
- \_\_\_ **Subdivider's Address**
- \_\_\_ **Subdivider's Telephone Number**
- \_\_\_ **Location Sketch**
- \_\_\_ **North arrows for drawing(s) and location sketch**
- \_\_\_ **Scale**
- \_\_\_ **Legend**
- \_\_\_ **Sketch plan showing location of existing and proposed methods of servicing the project with respect to water supply, sanitary waste disposal and drainage**
- \_\_\_ **Boundaries of the tract to be subdivided, plotted to scale.**
- \_\_\_ **Approximate lines of proposed streets, sidewalks, proposed lot lines with approximate dimensions and areas, neighborhood recreational areas, and other permanent open spaces. If the tract is to be developed in phases the entire tract and proposed development plan shall be presented with the concept layout**
- \_\_\_ **Indication of the zoning of the tract and any other legal restrictions of use**
- \_\_\_ **Topographic information showing ground contours adjacent and within the tract to be subdivided at intervals not to exceed 5 feet elevation. Pertinent surface features and regulated areas such as wooded areas, watercourses, one hundred year flood limits, and approximate wetland limits. The path to a free-flowing bed and bank stream should be provided**
- \_\_\_ **Name(s) of the professional engineer, architect, and/or surveyor responsible for the preparation of the concept layout**

*©SUBDIVISION REQUIREMENTS CHECKLIST*

## ***PLANNING BOARD SUBMITTAL REQUIREMENTS***

**21 COPIES** of plans

- 6 – Monroe County *with* Monroe County Referral Form
- Cover letter from Ogden Building Department
  
- 15 – Building Department *with* Ogden application form and SEQR
  - 1 - Subdivision File
  - 1 - Conservation Board w/copy of SEQR
  - 7 - Planning Board members
  - 1 - Planning Board attorney (Keith O'Toole)
  - 1 - Town Engineer (John Freel)
  - 1 - Highway Superintendent (Dave Widger)
  - 1 - Assessor's Office
  - 1 - Fire Marshall (Dick McQuilken)
  - 1 - Town Supervisor (Gay Lenhard)

## ***APPLICATION FOR BUILDING PERMIT***

- Subdivision map filed with Monroe County
- Two (2) copies of building plans (1) stamped and (1) unstamped
- 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)



TOWN OF

**Ogden**

COUNTY OF MONROE  
STATE OF NEW YORK

**GENERAL PLAN NOTES**

- 1. All improvements shall be in accordance with the current Town of Ogden Design Criteria and Construction Specifications for Land Development**
- 2. The contractor shall determine the exact location and elevation of existing underground utilities prior to beginning construction. The contractor shall make exploratory excavations to locate existing underground utilities sufficiently ahead of construction to allow revisions as required to meet existing conditions**
- 3. The house must be located on the lot so as to allow a two (2)-car garage to be constructed without infringing on any lot setback line**
- 4. Show basement floor elevation**
- 5. Any changes in house and/or septic system location from the approved plan must be resubmitted to the Planning Board for re-approval**
- 6. The developer shall set lot monumentation pins at all corner and angles**
- 7. In the event special districts (water, sewer, lighting, drainage, sidewalk, and/or playground and park) are to be established by the Town Board, a general note stating the type of district and date of the Town Board approval shall be included on the drawings**
- 8. Lot line swales are to be constructed and operable prior to the issuance of a Certificate of Occupancy**
- 9. The developer shall provide for erosion control barriers during construction and removal of the same upon re-vegetation of the disturbed areas**
- 10. Driveways are to be paved within the highway or street right-of-way**
- 11. The contractor shall be required to clean mud and debris from public roads servicing the construction site during and after the completion of the project. This requirement shall be enforced by the Building Inspector**

*(continued)*

**GENERAL PLAN NOTES**

*Page 2 of 2*

- 12. On large projects constructed in phases, the contractor shall not operate construction equipment on completed roads. The contractor/developer shall be responsible for all site and road work damaged during construction operations and said damage shall be repaired at the developer/contractor's expense, prior to acceptance of dedication to the Town**
- 13. When road cuts are required for installation of utilities under existing dedicated roads, a 149 Permit will be required**
- 14. The contractor shall take appropriate precautions to protect property markers and all survey stakes**
- 15. The Town of Ogden is not responsible for the quantity or quality of potable water**
- 16. Foundation and cellar drainage shall discharge to street storm drainage systems. Where a street storm drainage system is not present this drainage shall be conveyed by gravity (where topography and engineering design permits) or through the use of sump pumps discharged to splash blocks**
- 17. No slab homes to be built**
- 18. Recreation fees to be established by the Town Board and charged at the issuance of the Certificate of Occupancy, unless otherwise prescribed by the review boards for undersized lot development**
- 19. All utilities are to be installed underground**
- 20. Lot grading shall be certified as to conformance to the approved plans prior to issuance of a Certificate of Occupancy. No slope is to be greater than 1 on 5**
- 21. Approval granted with understanding that said plans are subject to review and re-approval after five (5) years from date of Planning Board Chairperson's signature hereon if construction has not commenced**



TOWN OF  
**Ogden**

COUNTY OF MONROE  
STATE OF NEW YORK

January 25, 2000

**TO:** All Engineers, Developers, Contractors

**RE:** ***PLANNING BOARD APPLICATION RESPONSIBILITIES***

**FROM:** Jack Crooks, Secretary  
Town of Ogden Planning Board

Please be advised that beginning March 1, 2000 it will be the responsibility of all Planning Board **Applicants** to supply Monroe County Planning and Development with the necessary site plans and required Referral Form.

Applicants will be required to provide proof of their submittal to Monroe County Planning and Development thirty (30) days prior to their scheduled Public Hearing date. In addition, all submittals to the County **must** include the Town of Ogden Building Department as a receiver of the County's response under *Item 4* on the last sheet of the Referral Form.

Please note that applications may be *Tabled* should proof of submission to the County not be provided.

We thank you for your anticipated cooperation.

JC:cdo  
D:PBMonCityAppl.

TO: DEVELOPERS, ATTORNEYS AND ENGINEERS

FROM: Keith O'Toole, Planning Board Attorney  
24 West Avenue  
Spencerport, NY 14559

RE: Attorney Conditions of Approval (Easements, etc)

Date: January 28, 2000

***NO SUBDIVISION OR SITE PLAN MAP WILL RECEIVE FINAL TOWN APPROVAL OR SIGNATURES  
UNTIL THE CONDITIONS OF THIS MEMO ARE SATISFIED***

**Drainage Easements:** I draft the Drainage Easements and the current property owner signs them.

Your job is to:

Provide my office at the above address with:

- a copy of the final map showing the courses and bearings of the easements. Any "existing" easements must show the liber and page of the recorded easement.
- a copy of the deed.
- the legal description of the easement
- An attorneys check payable to the Monroe County Clerk for recording fees (The TP584.2 costs \$5 to file and only one is necessary). The easement document costs \$19 and the each page of legal description costs \$3.

My job is to:

- Draft easement
- Review the legal description
- Send it to the applicant for signature
- Record the final easement in the County Clerk's office

**Easements I don't reviews:**

- Sanitary Sewer: The Gates Chili Ogden Sewer District (GCO) is a sewer pure waters district of Monroe County and they review and approve their own easements.
- Water – the local water system is controlled by Monroe County and its easements are a matter of County review.
- Non Governmental Utilities (Cable, Gas, Electric) – Contact the applicable utility provider and obtain their current easement forms.

**Road Dedications:** They are not a condition of my approval. Contact the Town Attorney.

**Ingress/Egress Easements:** I review and record these, but your attorney must forward them to my office with recording fees.

**Common Driveways and Homeowners Associations:** I must receive proof that the:

- NYS Attorney General has reviewed and approved any common area arrangement: and
- Approved Declarations have been recorded in the Monroe County Clerk's office (Time stamped, with recording receipt)

**MONROE COUNTY  
REAL PROPERTY TAX SERVICE AGENCY**

John D. Doyle  
County Executive

Sherif Mansour  
Supervisor  
(585) 428-5650

**RPTSA PROCEDURES FOR FILING SUBDIVISION AND RESUB MAPS**

**MAP FILING REQUIREMENTS BY RPTSA/MAPS & SURVEYS:**

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1. As of September 1, 1993 ALL maps, prior to filing, must have affixed to them Monroe County Department of Health Stamp.
2. Original tracing must be linen or mylar, plus 4 prints at time map is filed, as of November 15, 2002.
3. Any map fronting on a County Road must be submitted to the County Highway Superintendant for approval and must have the standard drainage note and reservation strip for future highway purposes indicated (15.25' on a 49.5' road & 7' on a 66' road)
4. Map sizes must be 17" X 22"; 22" X 34" or 34" X 44".
5. Maps must have location sketch, but doesn't need to be scale.
6. Surveyor's seal and certification must be on the tracing and a professional engineer's signature and seal if complex engineering is proposed. Seal must be legible, or County Clerk will not accept it.
7. "APPLICATION OF PLAT" is required if there are any new streets or extensions of existing roads. It is not required if it is on an existing road unless required by the town.
8. Approval by 911 for new roads.
9. Original tracing must be signed by the following agencies when their review is germane to the proposal:

**NYS DOT, COUNTY WATER AUTHORITY, PURE WATERS, COUNTY SURVEYOR, HEALTH DEPARTMENT ON ALL MAPS, TOWN CLERK, TOWN DPW, TOWN PLANNING BOARD, COUNTY HIGHWAY SUPERINTENDANT FOR COUNTY ROAD, COUNTY TREASURY (\$5.00 fee for tax search by Treasury), AND last stop is REAL PROPERTY TAX. The map must be filed within 60 days of the town or village approval (Planning Board).**
10. **\$10.00 filing fee (cash or CORPORATE Check). NO personal checks will be accepted. Make THIS check out to MONROE COUNTY CLERK.**

11. As of January 13, 1992, there is a LOT FEE. Cash or separate Corporate check made out to DIRECTOR OF FINANCE. SEE TABLE BELOW.

LOT FEE (SEPARATE CHECK OR CASH FROM \$10 FEE FOR FILING)

1 - 3 LOTS	=	\$ 25.00
4 - 9 LOTS	=	\$ 50.00
10 OR MORE LOTS	=	\$100.00

**IF YOU ARE NOT SURE AS TO NUMBER OF LOTS, PLEASE CALL MAPS & SURVEYS BEFORE FILLING OUT YOUR CHECK.**

12. As of January 1, 1995 - If you are filing more than one map at a time, separate checks are required for each map to be filed.
13. In addition to the above requirements, City maps must be signed by City Maps & Surveys, Planning & Zoning Commission, Health (5 or more lots), plus 5 prints needed.
14. To check on a map filing liber and page, call 428-5125. To ask specific mapping questions, call 428-5650.
15. Lot fee applies to amended maps.

COUNTY OFFICE BLDG \* 39 W. MAIN STREET \* ROCHESTER, N.Y. 14614

817.20  
Appendix C  
State Environmental Quality Review  
**SHORT ENVIRONMENTAL ASSESSMENT FORM**  
For UNLISTED ACTIONS Only

**PART 1 — PROJECT INFORMATION** (To be completed by Applicant or Project sponsor)

1. APPLICANT/SPONSOR: -Applicant -Sponsor	2. PROJECT NAME:
3. PROJECT LOCATION: Municipality: _____ Town of _____ County: Monroe	
4. PRECISE LOCATION: (Street address and road intersections, prominent landmarks, etc., or provide map) Tax Acct No. _____	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:  	
7. AMOUNT OF LAND AFFECTED: Initially: _____ Ultimately: _____	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No   If No, describe briefly _____	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural <input type="checkbox"/> Park/Forest/Open space <input type="checkbox"/> Other Describe: Residential to the north. Agricultural to south, east & west	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, list agency name(s) and permit(s)/approval(s) Town of Hamlin Planning Board      Monroe County department of Transportation Monroe County Water Authority Monroe County Health Department	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, list agency name(s) and permit(s)/approval(s) _____	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/Sponsor name _____ Date _____	
Signature _____	

**If the action is in a Coastal Area, and you are a state agency, complete a Coastal Assessment Form before proceeding with this assessment**

**OVER**

**MONROE COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT (MCDP&D)  
DEVELOPMENT REFERRAL FORM**

Subdivision and major site plans are reviewed by the MCDP&D and the Monroe County Development Review Committee (DRC) weekly. Therefore, plans must be received by 12:00 PM on Monday. Any plans received after 12:00 PM on Monday will be distributed the following week.

**1 Applicant Information**

**Owner Information**

**Agent Information**

Owner Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_  
 Owner Business: \_\_\_\_\_ Agent Business: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_ Agent Address: \_\_\_\_\_  
 Owner City, State, Zip: \_\_\_\_\_ Agent City, State, Zip: \_\_\_\_\_  
 Owner Telephone No.: \_\_\_\_\_ Agent Telephone No.: \_\_\_\_\_  
 Owner Fax No.: \_\_\_\_\_ Agent Fax No.: \_\_\_\_\_  
 Owner E-Mail: \_\_\_\_\_ Agent E-Mail: \_\_\_\_\_

**2 Description of Property Involved in the Referral**

Project Name: \_\_\_\_\_  
 Project Description/Intended Use of Property (Please be specific) \_\_\_\_\_

Project Address: \_\_\_\_\_

Distance, direction to and name of nearest major intersection: \_\_\_\_\_

Is property located within 500 feet of a town, village or city boundary? \_\_\_\_\_

Tax or parcel #: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Date of Board Hearing for Proposal: \_\_\_\_\_ If subject to a previous review, please give referral no.: \_\_\_\_\_

**3 Site Information** (Please check all appropriate boxes, and provide requested information and any additional supportive data. Use Section 5 on the back of this form if additional space is needed.)

Number of Lots: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Phase Acreage: \_\_\_\_\_ Total Gross Floor Area: \_\_\_\_\_

Type of Development:  Community Service  Industrial  Non-Retail Commercial  
 Recreation & Education  Residential  Retail Commercial  
 Other Other Description: \_\_\_\_\_

NYSDEC/Federal Wetland on the site?  Yes  No (If yes, please include 8 copies of plans.)  
 Known hydric soils on the site?  Yes  No (If yes, please include 8 copies of plans.)  
 Will this project disturb more than one acre of land?  Yes  No  
 Will this project disturb more than five acres of land?  Yes  No

**Please note that the land disturbance should not be confused with the parcel size. The land disturbance is in reference to such actions as grading or any other disturbance to the surface of the ground.**

Submitted to Municipality

MCDP&D Referral #: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_  
 DRC Due Date: \_\_\_\_\_  
 LOCAL MATTER

4 **Type of Referral** (Please check all appropriate boxes, and provide requested information and any additional supportive data. Use Section 5 if additional space is needed.)

- ZONING** (Subject to MCDP&D review under Section 239-m of the New York State General Municipal Law.)  
 Text Amendment to zoning ordinance or new zoning ordinance (Please provide 7 copies of plan.)  
Chapter in Local Law: \_\_\_\_\_  
 New Local Law (Please provide 7 copies of plan.)  
New Local Law Name: \_\_\_\_\_  
 Rezoning of Property: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Special Permit  Conditional Use Permit  
For: \_\_\_\_\_  
 Use Variance Request Permit  
Intended Use of Property: \_\_\_\_\_  
 Other types of variances (e.g. area, setback, sign size density, etc.)  
Ordinance requires (Please sight location in text ordinance): \_\_\_\_\_

Applicant requests: \_\_\_\_\_

- SITE PLAN** (Please provide 7 copies of the preliminary plan and all information obtained by the municipality pertaining to this application. Plans should be folded to page size (8 1/2" x 11") with the title block showing.)  
Is this project a phased development?  Yes  No (If yes, please include an overall site plan.)  
Project Phase:  Concept  Preliminary  Final  Addition Only

- SUBDIVISION** (Subject to MCDP&D review and under Section C5-2 of County Charter and Section 239-n of the New York State General Municipal Law.)  
Name of Subdivision: \_\_\_\_\_ Total Number of Lots: \_\_\_\_\_  
Is this project a phased development?  Yes  No  
If yes, number of phases: \_\_\_\_\_ Phase Acreage: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Please provide 7 copies of the preliminary plan and all information obtained by the municipality pertaining to this application. Plans should be folded to page size (8 1/2" x 11") with the title block showing.) A map for the entire project must be included.

- AIRPORT** (Subject to MCDP&D review under Section C5-4A of the County Charter)  
Height of Structure: \_\_\_\_\_  
Please submit a completed AIRPORT REFERRAL FORM with this form.

5 **Request for Comments:** (Please list any special concerns the municipality has with this application: \_\_\_\_\_)

6 **Name, Title and Phone Number of Municipal Representative Filling out this Form:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Name of Referring Board: \_\_\_\_\_  
If you are requesting a response in less than the thirty (30) days MCDP&D is permitted by State Law, please list the date the referring board wishes to receive the report: \_\_\_\_\_

- Please check if you want a disk containing this form.  
 Please check if you want this form sent to you via e-mail.  
My e-mail address is: \_\_\_\_\_

For questions concerning the use of this form call 428-5461 or 428-5332 (Fax No. 428-5336).  
Please mail completed form, plans and all information pertaining to this application to: Monroe County Department of Planning & Development, CityPlace, 50 West Main Street, Suite 8100, Rochester, New York 14614-1225.