

Village of Monticello
2 Pleasant Street
Monticello, NY 12701
Ph:(845)794-6130
Fax:(845)794-2327

SITE PLAN REVIEW/SUBDIVISION APPLICATION

Basic Application Fee: \$300.00	Planning Board Fees:
Pre-Submission Conference: Application Fee Only & Sketches of Project	Escrow Fee: \$1,000.00 due at time of application submission
Site Plan Review: Residential: \$500.00/plus \$150.00 per lot for each dwelling unit	
Non-Residential: \$300.00/plus \$150.00 for each 2,000 sq. ft. of building area	
Sub-Division Request: 2 Lot Subdivision \$600.00	
3 or more Lot Subdivision \$1,000.00	
SEQR Hearing: \$300.00	

The Village of Monticello Planning Board Meetings is scheduled for every 4th Tuesday monthly unless otherwise noticed by the Village Clerk. All submissions must be received by the Village Clerk two (2) weeks prior to that date. Any application received after that date will be held until the following month. Thank you.

Identifying Title of Site Plan or Subdivision: _____

Section: _____ Block: _____ Lot(s): _____

Zoning District: _____

Street Address of Proposed Project: _____

Current Property Owners: _____

Address: _____
Street/PO Box City State Zip

Contact Phone: (_____) _____

Are you the current owner of this property? Yes No

Name of Person(s) filling out application: _____

Phone number: (_____) _____

Relation to project: _____

Who will appear before the Planning Board and receive all notices:

Check one only:

Owner Agent Attorney Engineer Surveyor Other

Please note: If you are not the owner of the property please submit a notarized letter from the property owner giving you permission to make decisions and changes in regards to their property. This letter *must* be submitted at the time of application.

Who prepared the Site Plan/Proposed Subdivision: _____

Name: _____

Address: _____

Street/PO Box *City* *State* *Zip*

Contact Phone: (_____) _____

Purpose of Review: Site Plan Review Lot Line Change Other
Subdivision Number of Lots _____

Brief Description of Project:

The undersigned hereby requests approval by the Planning Board of the above identified application.

THE SIGNING OF THIS APPLICATION INDICATES YOUR KNOWLEDGE OF AND RESPONSIBILITY FOR PAYMENT OF ANY AND ALL APPLICABLE FEES AND ESCROW ACCOUNT FOR PROFESSIONAL SERVICES INCURRED BY THE PLANNING BOARD IN REVIEW OF THIS APPLICATION, SUCH AS PLANNER/CONSULTANT, ENGINEER, LEGAL, PUBLIC HEARING, AND/OR SITE INSPECTIONS.

Signature: _____

Title: _____ Date: _____

*****Do Not Write Below This Line*****

FOR OFFICE USE ONLY

Date Paid: _____	Complete Application Fee: _____	Cash <input type="checkbox"/>	Check <input type="checkbox"/>	No. _____
	Escrow Amount: _____	Cash <input type="checkbox"/>	Check <input type="checkbox"/>	No. _____
Clerk Initials: _____	13 Copies of Site Plan/ Subdivision <input type="checkbox"/>			

****Please note: The SPCL (Site Plan Check List) & SEAF (Short Environmental Assessment Form) must be completed and attached with all full Site Plan Applications. Thank you.