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

SITE PLAN REVIEW/SUBDIVISION APPLICATION

Planning Board Fees:

Basic Application Fee: $350.00 — Escrow Fee: $1,500.00 due at time of application submission

For a Pre-Submission Conference: Application Fee Only ($350.00) & Preliminary Site Plan of Project

Site Plan Review: Residential: $550.00/plus $150.00 per lot for each dwelling unit
Non-Residential: $350.00/plus $150.00 for each 2,000 sq. ft. of building area

Sub-Division Request: 2 Lot Subdivision: $650.00 ***All Escrow funds must be paid with Bank Certified Checks***

3 or more Lot Subdivision: $1,500.00

SEQR Hearing: $350.00

Clean Search of Violations must be submitted with your application from the Building Dept

It is the Responsibility of the Applicant to make sure that the Village Engineer, Glenn Smith has a copy of your Application & Site Plan the same day that you turn it into the Village Clerk. He is located at 533 Broadway, Monticello, NY 12701.

The Village of Monticello Planning Board Meetings is scheduled for every 2nd 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.

Pre-Submission Conference:
Is this a Pre-Submission Conference? ☐ Yes ☐ No

If this is a pre-submission conference, please pay the application fee of $350.00 only and complete the attached Project Narrative and provide 5 sketches of the project.

*********If this is not a pre-submission conference and is a full application to the Planning Board, please detach Page 2 and continue filling out the complete application.*********

Pre-Submission Conference Narrative:

_____
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Signature: _____

Title: _____ Date: _____

**********Do Not Write Below This Line**********
FOR OFFICE USE ONLY

Date Paid: _____ Amount Paid: _____ Cash ☐ Check ☐ No. _____

Clerk Initials: _____ 5 Preliminary Plans of Project Submitted with Application ☐

Clerk Initials: _____ 5 Copies of Site Plan/ Subdivision Delivered ☐

Emailed Application & Site Plan Date: _____

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:

_____
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Please note: All applicable forms attached must be filled out in their entirety before your application can be submitted to the Village Clerk.

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 ☐ Check ☐ No. _____

Escrow Amount: _____ Cash ☐ Check ☐ No. _____

Clerk Initials: _____ 5 Copies of Site Plan/ Subdivision Delivered ☐

Emailed Site Plan Date: _____