



## TOWN OF OGDEN

### 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** to be completed.

Any project consisting of lands in an AG District, **REQUIRES AN AGRICULTURAL DATA STATEMENT** to be completed.

**ALL PLANNING BOARD SUBMITTALS REQUIRE 22 COPIES OF PLANS AND ALL SHOULD HAVE SEQR FORMS AND AG DATA STATEMENTS IF REQUIRED.**

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

All developers/Engineers should have a copy of the **Town of Ogden Design Criteria** which can be obtained at the Ogden Town Clerk's office.

## TOWN OF OGDEN PLANNING BOARD

### APPLICATION REVIEW AND APPROVAL PROCEDURES

1. **Application submittal.** Applications for Planning Board approval are submitted to the Building Dept. All plans must be 24" x 36" and folded to 8 ½ inches by 11 inches or smaller. The Building Dept. will distribute plans and additional information (e.g., drainage analysis, traffic analysis) to the appropriate personnel. Submittal includes:

**16 copies** for The Building Dept.

**6 copies** must be sent **by applicant** to Monroe County Dept. of Planning and Development along with the County application signed by the Building Inspector.

All subsequent submittals of information from the applicant including but not limited to revised plans, supplemental drainage or traffic information, prints of pre-Mylar plans, Mylar originals, and signed final prints) must be submitted to the Building Dept. All plans must be folded to 8 ½ inches by 11 inches or smaller. The Building Dept. will distribute the submitted materials to the appropriate Town personnel.

2. **First round of review.** The reviewing person may send comments directly to the Building Clerk where it will then be distributed to the applicant's representatives, and all Planning Board members and appropriate personnel. Applicants are encouraged to wait until they receive comments from all departments and agencies, and possibly wait until after their first Planning Board meeting, before revising plans.
3. **First Planning Board meeting.** Regardless of the status of the staff and other agency review, applicants are required to appear at the scheduled Planning Board meeting so that they can get input from the Board and the public. Applicants should contact the Building Dept. to discuss whether revisions may be necessary before the scheduled Planning Board meeting. Most applications require more than one Planning Board meeting.
4. **Revisions.** The applicant must submit copies of the revised drawings to the Building Dept. prior to the posted deadline date. The applicant should check with the Planning Board Secretary to determine how many copies of the revised drawings must be submitted. Submissions of revised drawings must include two (2) copies of all supporting materials (e.g., reports, responses to staff review comments, etc.). The Building Dept. will distribute the revisions and comment responses to the appropriate staff. If revisions cannot be provided in time, the applicant should contact the Building Dept. to discuss postponing the scheduled appearance at the Planning Board meeting. The applicant must request, in writing, postponement of the appearance at the Planning Board meeting.
5. **Subsequent Planning Board meetings.** Usually, an applicant will need more than one Planning Board meeting to provide sufficient information to the Board and discuss revisions so that the Board can render a decision on the proposal. It is the applicant's responsibility to address all Town staff and

other agency issues prior to a Planning Board decision. Failure to resolve outstanding issues may delay the Planning Board decision.

6. **Planning Board action.** The Planning Board may approve, approve with modifications, or disapprove an application. Planning Board approvals usually contain conditions that must be satisfied prior to final approval signatures being placed on the Mylar originals of the plans.
7. **Final staff review ("pre-Mylar" review).** If the Planning Board approves the application, the applicant will receive a copy of the approval resolution, with instructions to provide revised prints of the plans and related materials for a "pre-Mylar" review by Town staff. Applicants should read closely any approval conditions to ensure that all required materials are provided with this submittal. The applicant must submit seven (7) copies of drawings, along with two (2) copies of related materials, including but not limited to easements, deed restrictions, agreements, reports, or analyses as may be necessary to comply with the Planning Board's approval conditions. Easements for drainage and Town infrastructure (text and map/boundary description) must be submitted for review as part of the pre-Mylar review; easement documents must be provided in the standard Town of Ogden format. Pre-Mylar review materials must be submitted to the Planning Board Secretary for distribution to the appropriate staff. All outstanding staff or other agency comments must be resolved before or during the pre-Mylar review.
8. **Final Approval.** After all conditions of Planning Board approval and remaining staff and other agency comments are addressed satisfactorily, the Building Dept. will instruct the applicant to submit Mylar originals to the Planning Board Secretary for distribution to the appropriate staff for final approval signatures. Each Mylar original must bear the signature, in black ink, of the applicant. In the case of a subdivision plat, the Mylar's must bear the liber and page at which the plat was recorded in the Office of the Monroe County Clerk, along with the date on which the plat was recorded. Each Mylar must include the Liber and Page of Deeds for every easement. The Building Dept. will notify the applicant's representative when signed; approved Mylar originals can be retrieved.
9. **Distribution of signed, approved plans.** After the Town staff has signed the Mylar's and the applicant has retrieved them, the applicant must provide the following to the Planning Board Secretary:
  - A. Paper prints of the plans, bearing all required approval signatures, including those from state and/or county agencies. The number of prints will depend on the type of approval (i.e., subdivision, site plan, minor improvement plan). The Planning Board Secretary will inform the applicant of the number of prints required.
  - B. A digitally scanned copy of the plans, bearing all required approval signatures, including those from state and/or county agencies. In the case of a subdivision plat, the prints must bear the liber and page at which the plat was recorded in the Office of the Monroe County Clerk, along with the date on which the plat was recorded. The digital file must be in Tagged Image File (".TIF") format at a minimum resolution of 400 dpi.

- C. For each easement for public drainage areas and/or infrastructure, one (1) photocopy of the signed document must be submitted to the Building Dept. where it will be kept in the Planning Board file.
- D. For each memorandum, restriction, or agreement that is required to be recorded in the Office of the Monroe County Clerk, one (1) photocopy of the fully executed and recorded document, bearing proof of filing.

After the Building Dept. has received all required prints and other documents, as described above, the prints of the final, signed plans will be stamped "FINAL APPROVED COPY" in red, then will be filed in the Building Dept. No building permits will be issued, and no pre-construction meetings will be scheduled, until the stamped prints have been received.

## TOWN OF OGDEN EASEMENTS

### NO SUBDIVISION OR SITE PLAN WILL RECEIVE FINAL APPROVAL UNTIL THE CONDITIONS OF THIS MEMO ARE SATISFIED

These are the procedures necessary for filing an easement which shall be dedicated to the Town:

1. Obtain Legal Descriptions from the applicant's engineer:
  - Forward legal descriptions to the Ogden Town Engineer at  
  
[jfreelfamily@frontiernet.net](mailto:jfreelfamily@frontiernet.net)
  - The Town Engineer, John Freel, must approve the legal descriptions before we may proceed.
2. Information to show on the Mylar:
  - Easement Dimensions, bearings
  - Name of easement holder
  - Labeled "existing" or "proposed"
  - Liber and page of **deeds** for existing easements labeled. Note: An easement referenced on an old filed map is incomplete unless an easement document was later recorded in the book of DEEDS.
3. Applicant's attorney will draft all easements to the Town.
  - Easements drafted by design professional and property owners will be rejected.**
  - Prior to the public hearing, notify Applicant's Attorney to contact Town Planning Board Attorney to obtain Town Easement Forms. **Note: Drafting easements by applicant's attorney prior to public hearing will greatly accelerate final plan approval.** They can be held in escrow by the attorney until plans are approved.
  - Design Professional shall send legal descriptions for easements directly to applicant's attorney.
4. Duties of Applicant's Attorney:
  - Obtain standard Town easement forms from the Planning Board Attorney for the types of easements in your project (ex: Drainage, Sewer, Utility, Temporary Turnaround, etc)
  - Common Driveway & Utility Easement– Applicant's attorney may use their own form for shared driveway easements. All easements will provide for ingress & egress for vehicles and shall include an easement for utilities. The Town is rarely a grantee for such easements. (This easement will require Form TP-584)

- Draft easements, attach legal description, and forward to Planning Board Attorney along with the latest copy of the map and a copy of your client's deed. It is preferred if an 8 1/2" x 11" map can be attached as a schedule to the easement.
    - The grantors of the easements should conform with the grantees (ie: the current property owners) on the deed(s). Contract Vendees may not convey an easement.
    - Legal Descriptions:
      - Metes and bounds
      - Reference the subdivision map where the easements are drawn (ex: Smith Subdivision, Section 1 as recorded in Monroe County Clerk's office at Liber 133 of Maps, page 24;) Liber and Page may be left blank if the map has yet to be filed.
    - The Town will not sign the easement
    - Forms TP-584 or TP-584.2 are NOT required for Town easements. "A conveyance of an easement or license to a public utility company, where the consideration is \$2, or less and is clearly stated as actual consideration in the instrument of conveyance, does not require the filing of Form TP-584 or Form TP-584.2" (See Instructions for Form TP-584- Form TP-584-I Rev 4/13)
    - Form RP-5217 (the "Equalization" form) is NOT required for Town easements.
  - Once Planning Board Attorney has approved draft easements, then:
    - Easements shall be dated, signed & notarized with schedules attached.
    - Go to Monroe County Clerk's office with originals, copies, and recording checks.
      - Record easements
      - Have copies time stamped by clerk
      - Obtain recording receipt
    - Send Planning Board Attorney
      - Time Stamped Copies
      - Recording Receipt
    - Send Design Professional copy of Recording Receipt
5. Duties of Design Professional, once the map is approved after the public hearing:
- Provide Legal descriptions to applicant's attorney.
  - Mylar shall have a signature line for the Planning Board Attorney
  - Recording information (ie: Liber and Page of Deeds) for the newly recorded easements shall be printed on the mylar before circulating mylar for town signatures.
  - Any mylar which does not have the Liber and Page of **Deeds** for all easements shall be rejected.
6. Miscellaneous:
- Road Dedications are Not Easements– Road dedications, where the land for a

public road is deeded to the Town, is a Town Board matter. Please contact the Attorney for the Town Board for more information.

- The Planning Board Attorney only reviews Town easements. The Planning Board Attorney doesn't review:
  - Water - the local water system is controlled by Monroe County. The County reviews the water easements.
  - Non Governmental Utilities (ex: Cable, Gas, Electric) Contact the applicable utility provider and obtain their current easement forms.

Rev 10/16

**MONROE COUNTY  
REAL PROPERTY SERVICE AGENCY**

Cheryl Dinolfo  
County Executive

Sherif Mansour  
Supervisor  
(585) 753-1150

**RPSA 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 3 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 Superintendent for approval and must have the standard drainage note .
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 mylar and a professional engineer's signature and seal if complex engineering is proposed. All seals must be clear and 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 SERVICES. The map must be filed within 62 days of the town or village approval (Planning Board).**

**NOTICE: THE REAL PROPERTY OFFICE MUST ALSO REVIEW ALL MAPS BEFORE FILING. THIS REVIEW HAS A TWO TO THREE DAY PROCESSING TIME. DUE TO THE FACT THAT REVISIONS MAY BE NECESSARY, ALL MAPS SHOULD BE BROUGHT IN AT LEAST ONE WEEK BEFORE THE EXPIRATION OF THE PLANNING BOARD SIGNATURE DATE.**

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 THE NUMBER OF LOTS, PLEASE CALL REAL PROPERTIES BEFORE FILLING OUT YOUR CHECK.**

12. As of January 1, 1995 - If you are filing more than one map at 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 753-1125. To ask specific mapping questions, call 753-1150.
15. Lot fee applies to amended maps.
16. Common ownership required.

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

# **Notice of Monroe County DRC Changes**

**The following changes to the Monroe County DRC referral process are now in effect. Municipalities have been notified of the change.**

## **New Development Referral Form**

All development referrals submitted to the Monroe County Department of Planning and Development should be accompanied by the newly updated development referral form.

A link to the fillable PDF development referral form can be found at:  
<https://www2.monroecounty.gov/planning-guide.php>

## **New Deadline: Friday at 12:00 PM**

In order to more effectively respond to development referrals, the weekly deadline for submission of DRC referrals has changed to Friday at 12:00 PM. Any submittals received after 12:00 PM Friday will be distributed to the DRC in the next review cycle.

Thank you for helping make these improvements to our development review process. For more information, please contact Jeff Castle at [jeffreycastle@monroecounty.gov](mailto:jeffreycastle@monroecounty.gov) or 585-753-2026.



MONROE COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT

DEVELOPMENT REFERRAL FORM

SUBMITTAL INSTRUCTIONS

Referrals are reviewed weekly by the MCDP&D and the Monroe County Development Review Committee (DRC). Applications must be received by 12:00 p.m. Friday. Any submittals received after 12:00 p.m. Friday will be distributed to the DRC in the next review cycle. Incomplete applications will be held for ten business days for correction. If not corrected within this time frame they will be returned to the 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.

SUBMITTAL CHECKLIST (Please check all that apply)

- 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).
See www2.monroecounty.gov/planning-index.php for forms & more information.

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

MUNICIPAL INFORMATION

Form with fields for Municipality, Referring Board (Planning, Zoning, Town/Village Board, City Bureau Zoning/Planning), Date of Board Hearing for action, Preferred Response Date, and a text area for special concerns or additional information.

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 GML Article 12b, Section 239-m,1(c).

Form with fields for Referring Official Signature, Print Name, Title, Phone No., Fax No., and E-mail.

**MONROE COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT  
DEVELOPMENT REFERRAL FORM, PAGE 2**

**PREVIOUS DRC REVIEW NUMBER:** \_\_\_\_\_

**PROJECT APPLICANT**

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

**PROJECT INFORMATION**

Project Name:			
Project Description:			
Project Address or Intersection:			
Tax Account Number(s):			

Type of Development *(Check only one, even though more than one type may apply.)*

<input type="checkbox"/> Residential: <i>(If Residential, check below box for all that apply)</i> <input type="checkbox"/> Conversion to Residential <input type="checkbox"/> Senior Housing <input type="checkbox"/> Special Needs Housing	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Public Services
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Recreation & Entertainment
	<input type="checkbox"/> Community Service	<input type="checkbox"/> Vacant Land
	<input type="checkbox"/> Industrial	<input type="checkbox"/> Wild, Forested, Conservation Lands & Public Parks
	<input type="checkbox"/> Other (explain):	

Project Size

Project Acreage:		Proposed Gross Floor Area:	
Number of Units:		Number of Lots:	
		Max. Structure/Equipment Height:	

Permits: Will this project require any permits from the following agencies? *(Note: Permit application should be submitted directly to the agency.)*

<input type="checkbox"/> Army Corps of Engineers	<input type="checkbox"/> MC Dept. of Health	<input type="checkbox"/> MC Dept. of Env. Services
<input type="checkbox"/> NYS Dept. of Environmental Conservation	<input type="checkbox"/> NYS Dept. of Transportation	<input type="checkbox"/> MC Dept. of Transportation
<input type="checkbox"/> Other (explain):		

Known environmental issues/resources on site:

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**TYPE OF REFERRAL** *(Please check all appropriate boxes.)*

Planning/Zoning Referral *(Subject to review under NYS GML Sec. 239-m & n and County Charter C5-2.B(4) & (5).)*

Code Revision  
  Rezoning  
  Site Plan  
  Special Permit/Variance  
  Subdivision

Airport Referral *(Subject to review under County Charter Sec. C5-4.A. Attach Airport Referral Form.)*

**FOR MCDP&D USE ONLY**

Copy Only	Airport	MCDOH	Post Mark Date:		Referral No.:	
Agriculture	Comm. Dev.	MCDOT	Date Received:		Reviewer:	
Army Corps	Econ. Dev.	NYS DOT	DRC Due Date:			
Canal Corp.	MCDES	NYSDEC	Notes:			
	Parks					
	Public Safety					
	Real Property					

## **TOWN OF OGDEN**

### **SUBDIVISION FILING:**

- **Mylar including signature block on all pages except detail sheets:**
  - Planning Board Chairman
  - Town Engineer
  - Planning Board Attorney
  - Highway Superintendent
  - Building Inspector
  - Town Clerk
  
- All easements filed **with liber and page # displayed;**
- Letter of Credit approved & submitted;
- 2 full paper sets of plans and one electronic set of plans;
- Complete overall approved plan if phased
  
- **APPLICATION FOR BUILDING PERMIT:**
  - Subdivision map filed with Monroe County;
  - 1 copy of stamped building plans conforming to the 2016 Uniform Code;
  - 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) conforming to the 2016 Energy Code