



*a town for a lifetime*  
**IRONDEQUOIT** *New York*

PROJECT ADDRESS \_\_\_\_\_

TOTAL AREA OF PROJECT SITE \_\_\_\_\_

TAX ID NO. \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

PROPERTY OWNER (Print) \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX NO. \_\_\_\_\_

APPLICANT (Print) \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX NO. \_\_\_\_\_

AGENT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX NO. \_\_\_\_\_

DESCRIPTION OF PROJECT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT OR AGENT (PRINTED): \_\_\_\_\_

APPLICANT OR AGENT (SIGNATURE(S)): \_\_\_\_\_ DATE \_\_\_\_\_

---

---

(Do Not Write Below This Line/Official Town Staff Use Only)

FEE \$ \_\_\_\_\_ DATE APPLICATION RECEIVED: \_\_\_\_\_

**Application Meeting/Public Hearing Dates**

Application Accepted and Required Referral(s) Issued: \_\_\_\_\_

Public Hearing Date (Please note: more than one hearing date may be required): \_\_\_\_\_

Planning Board Referral (if required): \_\_\_\_\_

Other Required Dates (if required) \_\_\_\_\_



*a town for a lifetime*  
**IRONDEQUOIT** *New York*

**SUBMISSION REQUIREMENTS FOR APPLICATIONS.**

Please submit re-zoning and special use permit applications to the Planning and Zoning Department.

**Applications to include:**

1. Completed Town Board application form.
2. A copy of proof of ownership, accepted purchase offer, lease or written consent from current property owner.
3. Two (2) copies of required easements (if applicable).
4. Electronic file of entire submission (either on a zip/flash drive or emailed to [mnichols@irondequoit.gov](mailto:mnichols@irondequoit.gov)).
5. Environmental Assessment Form.
6. Letter of Intent address to the Town Board.
7. Site Plan to include: Cover Sheet, General Notes & Legends, Existing & Proposed Conditions.
8. Floor Plan & Elevations (if applicable).
9. For Rezoning Applications: Legal description and map of proposed property boundary.
10. A total of 15 completed hard copy packets submitted with the above applicable information.
11. Application fee (made payable to the Town of Irondequoit).

**Required Sign Posting:** A public hearing sign provided by the Town must be posted on the property at least ten (10) days prior to the scheduled hearing. All public hearing signs must be returned to the Town after the hearing has closed. Failure to return the sign will result in the applicant being billed for replacement (\$25.00).

**Public Hearing Process:** At the scheduled public hearing, applicants or their representatives must present their case and answer questions from the Board. The Board then receives any public comments or questions related to the application. All applicants are given the opportunity to answer any questions raised and respond to any comments received. The Town Board cannot render a decision until after the public hearing has been closed.

**Denied Applications:** Appeal from the Town Board's decision may be filed on or before thirty (30) days from the date the Resolution is filed with the Town Clerk through legal action.

**Approved Applications:** For approved Town Board applications, the applicant/agent must submit the following items, if applicable, prior to proceeding:

1. Two (2) copies of the final plan with any required modifications. All plans shall bear the original stamp and signature of the project engineer/architect.
2. Written easement approved by the Town and proof of filing with Monroe County Clerk's office. (if applicable)
3. Final plans with signatures from any other permitting agencies or a copy of the permit or letter from the permitting agency may be substituted in lieu of a signature.

Any questions regarding Town Board Applications may be addressed to the Planning and Zoning Department.