

TOWN OF SWEDEN PLANNING BOARD RULES

1. Planning Board meetings are held at 7 p.m. on the second and fourth Monday of each month, or as noted on the Planning Board Schedule, at the Town of Sweden offices, 18 State Street, Brockport, New York. Workshops are held at 6 p.m. prior to the scheduled meeting date.
2. The first meeting of the year is an organizational meeting. The agenda includes the election of a Chairman for a one year term (if not appointed by the Town Board) and discussion of any new plans or meeting schedule for the coming year.
3. Canceled meetings: the Clerk will contact members and those persons who are scheduled on the agenda. Cancellations because of inclement weather will be announced on WHAM. A meeting cancellation notice will be posted on the entrance door of the Town office and on the Town's website, www.townofsweden.org.
4. Projects to be accepted for review must be submitted to the Planning Board Clerk by 4:00 p.m. on the Wednesday prior to the Monday night meeting date and certified as complete.
5. The Planning Board review fee **must accompany** submission for acceptance.

SUBDIVISION APPROVAL:

Acceptance for review meeting:

- Ten (10) copies of plat (***folded to page size, 8½ x 11 inches with title block showing***) - **Original + 10 copies**
- Ten (10) Project Information or Single Lot Subdivision Form - **Original + 10 copies**
- Ten (10) Agricultural Data Statement (if applicable) - **Original + 10 copies**
- Ten (10) Short Environmental Assessment Form - **Original + 10 copies**

Planning Board Clerk will provide the Monroe County Planning Department referral form to the project engineer to be completed. Once completed, Clerk will review, sign, and return to engineer, who must submit referral form and the required copies of the plan to Monroe County.

Public Hearing: the Planning Board may schedule a public hearing within sixty-two (62) days from the day an application is accepted for review. Legal notice will be published in the Suburban News.

Preliminary Approval: may be granted at the Public Hearing meeting if map is substantially complete as required by the Planning Board. After preliminary approval, plan may be submitted to Monroe County Health Department for review and approval.

Final Approval: **Mylar may be signed by the Town Engineer prior to or at a scheduled meeting.** In addition, if the project is on a Town road, the Highway Superintendent must sign. The Superintendent of Sewer must also sign if the subdivision requires public sewer. If applicable, the Fire Marshal must sign the mylar. When all concerns have been met and all required signatures are on the mylar, the Chairman will sign the mylar.

The mylar must be filed in the Monroe County Clerk's Office within sixty (60) days of the date of the Chairman's signature. Please send three (3) copies of the filed map and/or site plan to the Town of Sweden Planning Department, **including an electronic copy**. **Note:** For commercial projects or large subdivisions, a mylar copy of the filed map must also be provided.

SITE PLAN APPROVAL:

Acceptance for review meeting:

- Ten (10) copies of Permit A--**Original + 10 copies**
- Ten (10) maps (**folded to page size, 8½ x 11 inches with title block showing**)--**Original + 10 copies**
- Ten (10) Project Information Form--**Original + 10 copies**
- Ten (10) Short Environmental Assessment Form - Original + 10 copies

Planning Board Clerk will provide the Monroe County Planning Department referral form to the project engineer to be completed. Once completed, Clerk will review, sign, and return to engineer, who must submit referral form and the required copies of the plan to Monroe County.

Public Hearing: the Planning Board may schedule a public hearing within sixty-two (62) days from the day an application is accepted for review. Legal notice will be published in the Suburban News.

Final Approval: the Planning Board shall make a decision on the application within sixty-two (62) days after such hearing or sixty-two (62) days after the application is accepted for review if no hearing has been held. The time within which the Planning Board must render its decision may be extended by mutual consent of the applicant and the Board. Time extension requests shall be in writing and state the reasons for such.

The mylar must be signed by the Town Engineer prior to or at a scheduled meeting. In addition, if the project is on a Town road, the Highway Superintendent must sign. The Superintendent of Sewer must also sign if the project requires public sewer. If applicable, the Fire Marshal must sign the mylar. When all concerns have been met and all required signatures are on the plan, the Chairman will sign the mylar.

Please send three (3) copies of the signed plan to the Town of Sweden Planning Department, **including an electronic copy**. **Note:** For commercial projects or large subdivisions, a mylar copy of the signed plan must also be provided.

PLANNING BOARD FEES:

Note: Fifty (50%) percent of the Planning Board fee is allocated for the Town Engineer's fee. Any additional fee incurred through professional services provided by the Town Engineer, Town Attorney or Planning Consultant exceeding fifty (50%) percent of the Planning Board fee shall be paid by the applicant prior to final signature by the Chairman of the Planning Board.

Residential Subdivision and Plan Review (First Lot)	\$600
Residential Multi-lot Subdivision and Plan Review	\$200 - each additional lot
Simple Subdivision (No Site Plan Review)	\$300 – each lot

Amended Site Plan (Residential)	\$400
Multiple Residency and Apartment Site Plan Approval	\$100 per dwelling unit plus \$100 per acre or fraction thereof
Commercial/ Light Industrial/ Industrial Subdivision	\$400 - each lot
Commercial/ Light Industrial/ Industrial Park Subdivision	\$100 per acre or fraction thereof
Commercial/ Light Industrial Site Plan	\$1,500 plus .05¢ per sq. ft. of building or structure area
Amended Site Plan--Addendum to Existing Commercial/ Light Industrial Site Plan	\$500 plus .05¢ per sq. ft. of additional building or structure area
Shopping Plaza four (4) or more stores Site Plan	\$2,500 plus \$100 per acre or fraction thereof, plus .05¢ per sq. ft. building or structure area
Shopping Plaza--Addendum to Existing Site Plan	\$2,500 plus .05¢ per sq. ft. of new building or structure area
Industrial--New or Amended Site plan	\$2,500 plus .05¢ per sq. ft. of new building or structure area
Airport (B-2)--New or Amended Site Plan	\$500 plus \$100 per acre or fraction thereof of affected acreage, plus .05¢ per sq. ft. of building or structure area
Commercial Recreation Site Plan	\$1,000 plus \$10 per acre or fraction thereof, plus .05¢ per sq. ft. of building or structure area
Commercial Recreation Amended Site Plan	\$500 plus .05¢ per sq. ft. of building or structure area
Special Planning Board Meeting (applicant requested)	\$400
PUD (Planned Unit Development)	\$5,000 plus 100% of all engineering and professional services
Home Occupation	\$350

ZONING BOARD OF APPEALS FEES: (Board meets when necessary)

Public Hearing to Request a Use Variance	\$1,000
Public Hearing to Request an Area Variance	\$300 - First two variances, then \$100 for each additional variance per same application.
TOWN BOARD FEE:	
Public Hearing to Request a Zoning Change	\$1,000 per parcel < 5 acres \$3,000 per parcel; 5 to 10 acres \$5,000 per parcel > 10 acres