



Town of Wheatland  
Building Department  
585-889-1553  
585-889-2933 (fax)  
Office Hours: By Appointment Only

### Procedure to Appear Before the Planning Board

The Town of Wheatland Planning Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month. The first is a regular meeting and the 3<sup>rd</sup> is a workshop meeting at which, normally, no business is voted upon and no formal applications are heard. Informal proposals are welcome at the workshop with prior notice. There are two types of approvals:

- a. Subdivision (Chapter 82 of the code of the Town of Wheatland)
  - i. Multi-lot subdivision
  - ii. Minor subdivision
  - iii. Alteration of a lot line
  
- b. Site Plan (Section 98-19 of the code of the Town of Wheatland)
  - i. Residential
  - ii. Commercial
  - iii. Special Exception Use (Section 98-57 of the code of the Town of Wheatland)

In both instances, **COMPLETED APPLICATION AND MAP MATERIALS ARE DUE TO THE BUILDING DEPARTMENT BY 5:00 P.M. OF THE WORKSHOP MEETING NIGHT** (schedule enclosed) in order to be placed on the following month's regular meeting agenda.

*Each application should be accompanied by a detailed letter of intent or cover letter clearly explaining what is proposed.* If the application is deemed complete, (including the payment for appropriate fees and engineering/legal escrow monies), the proposed project will be placed on the next month's regular meeting agenda.

The workshop meeting is an opportunity for an applicant to **informally** appear before the board to discuss a future project and receive some input from the Planning Board as to the feasibility of the project and identify major hurdles to overcome. Notice of intent must be given to the Clerk of the Planning Board 7 days prior to the meeting in order to be placed on the workshop agenda.

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Once a formal application is received and deemed complete, the applicant and/or agent can expect *at least a two-month process*. Most projects involve the following approvals:

Subdivision:

- Sketch plan
- SEQR determination
- Preliminary plan
- Final

Site Plan:

- Concept
- SEQR determination
- Preliminary
- Final

For most simple projects *with adequate engineering*, the first meeting may result in preliminary approval. At this stage, most projects are referred to Monroe County Planning and Development according to GML 239-m for County input and comments. Additionally, a public hearing may be set for public comment in regard to the proposed project. This is normally set for the next month's regular meeting date. At that time, map submittals shall have been updated to address all comments and to final approval standards. The outcome of this second meeting is based on favorable satisfaction of all comments (including public hearing) and may result in:

- (a) Final approval granted
- (b) Conditional approval granted
- (c) Tabled application to allow applicant to amend application
- (d) Denial of application

Following approval, the applicant/agent is required to obtain all necessary signatures and perform all necessary filings. The applicant must then provide a Mylar copy of the final map with all required signatures and/or file dates to the Town of Wheatland Building Department. Any remaining engineering and legal escrow funds not applied to the review process will be returned to the applicant. This final approval and filing allows the applicant to apply to the Building Inspector for a building permit where applicable.

The building process is a separate process and **NO APPROVALS TO COMMENCE CONSTRUCTION** are given by the Planning Board.

If you should have any questions, please contact the Building Department at 889-1553 to schedule an appointment.