

TOWN OF SWEDEN PLANNING BOARD SUMMARY OF RULES AND REGULATIONS

1. Planning Board meetings are held the second and fourth Monday of each month (except during the summer schedule) at 7 p.m., in the Town of Sweden offices, at 18 State Street, Brockport, New York 14420. Visit the Town's website, www.townofsweden.org, for a current meeting date schedule.
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), approval of the rules and regulations for the new year, and discussion of any new plans for the coming year.
3. Canceled meetings: the Clerk will contact members and those persons who are scheduled on the agenda. If possible, a cancellation note will be posted on the Town's website.
4. Projects to be accepted for review must be submitted to the Planning Board Clerk by 4 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 the plat (***folded to page size, 8½ x 11 inches with title block showing***)
- Ten (10) copies of the Project Information Form or One-lot Subdivision Form - 1 original + 10 copies
- Ten (10) copies of the Short Environmental Assessment Form (SEQRA) -1 original + 10 copies
- Ten (10) copies of the Agricultural Data Statement (if applicable) - 1 original + 10 copies

Planning Board Clerk will send Monroe County Planning Department referral form to the project engineer who will submit the completed form and required number of plan copies to Monroe County.

Public Hearing: will be scheduled for 30 ± days after acceptance for review. Legal notice will be published in the Suburban News.

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

Final Approval: **Mylar may be signed by the Town Engineer either prior to or at the 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 would sign the mylar. When all concerns have been met and all 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 final approval. Please send two (2) copies of the signed, filed map to the Town of Sweden Building Department, attention: Clerk to Planning Board. In addition, a mylar copy is required for multi-lot subdivisions and/or commercial subdivisions.

SITE PLAN APPROVAL:

Acceptance for review meeting:

- Ten (10) copies of the map (**folded to page size, 8½ x 11 inches with title block showing**)
- Ten (10) copies of the Project Information Form or Permit A Form - 1 original + 10 copies
- Ten (10) copies of the Short Environmental Assessment Form (SEQRA) 1 original + 10 copies
- Ten (10) copies of the Agricultural Data Statement (if applicable) - 1 original + 9 copies

Planning Board Clerk will send Monroe County Planning Department referral form to the project engineer who will submit the completed form and required number of plan copies 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 public hearing or sixty-two (62) days after the application is accepted for review, if no hearing has been held. Environmental approval must be granted prior to final approval. 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 plan may be signed by the Town Engineer either prior to or at this 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. The Fire Marshal must sign the plan. When all concerns have been met and all signatures are on the plan, the Chairman will sign.

Please send two (2) copies of the signed, final plan to the Town of Sweden Building Department, attention: Clerk to Planning Board. In addition, a **MYLAR** copy is required for multi-lot site plans and/or commercial site plans.

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)	\$400
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
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

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