



The Town of West Monroe, New York

PLANNING BOARD AGENDA REQUEST FORM

(All requests shall be submitted to the Planning Board Chair and/or Secretary 10 days prior to the scheduled meeting)

Person Addressing Board: _____
Contact Information: Phone#: _____ E-mail: _____
Proposed Item's Address: _____
Property Owner: _____
Tax ID#: _____

Proposed Development/Review Item: **Site Plan** **Sub-Division** **Other**

Description Of Request: _____

Please fill out all that apply and submit with drawings and documents (e-mailed in PDF format preferred).

Referred To Planning Board By:

Town Board COE Town Clerk Other: _____
Section(s) of Law: _____
Reason For Referral: _____

Site Plan

New Application **Yes - No** Sketch Plan **Yes - No** SEQR Type **I - II - ULA**
Site Modification **Minor** **Major** EAF - EIS **Yes - No** SWPPP **Yes - No**
List Additional Information: _____

Sub-Division

New Application **Yes - No** Sketch Plan **Yes - No** SEQR Type **I - II - ULA**
Classification **Minor** **Major** EAF - EIS **Yes - No** SWPPP **Yes - No**
List Additional Information: _____

Next Step

Referral To: Town Board CEO Town Clerk ZBA
List Additional Information: _____

Submit "Agenda Request" to the Town Clerks Office and/or e-mailed to planningboardchair@townofwestmonroe-ny.us
All required forms listed are located at the Town Clerks Office or Town's Web Site www.townofwestmonroe-ny.us