

TOWN OF MIDDLESEX

Planning Board Application Requirements

Please review the Zoning Code and any applicable Town laws at:
<https://www.middlesexny.org/code-enforcement/>

Application Checklist:

**All application forms can be found at the above web address.*

- **SIX sets** of stamped, signed and dated site plans, printed at 24" x 36" if possible, or at a minimum 11" x 17", showing all dimensions, distances from property lines and roadways, lot coverage, means of ingress/egress, water source, septic, elevations, erosion control, etc.
- Planning Board Application
- Short Environmental Assessment Form
- Steep Slope Permit Application, if applicable
(Review the Steep Slope Local Law, including the Permit Application and Review Process, section 707.6.1)
- UDML Permit Application, if applicable (for docks, moorings, boathouses, boat slips)
- Application fee of \$100 (make check payable to "Town of Middlesex")

Submit the above documents to the Code Enforcement Office. Printed maps must be delivered in person; all other documents may be submitted either in person or digitally to code@middlesexny.org AND codeclerk@middlesexny.org.

****All submissions are due three weeks prior to the Planning Board meeting date, which is the first Wednesday of each month.****

PLEASE NOTE: Applications may require referral to the Yates County Planning Board. See "Yates County Review Agreements and Guidelines" at the above web address.

Planning Board Fees

Please note there is a \$100 fee for EACH appearance before the Planning Board. The initial \$100 application fee will act as payment for the first appearance. Any subsequent appearances will incur an additional \$100 fee.

Town of Middlesex

Code Enforcement Office
1216 Route 245, PO Box 147
Middlesex, New York 14507
www.middlesexny.org
585-554-3607, ext. 2

Application # _____

Planning Board Application

Applicant Name: _____

Mailing Address: _____

_____ Zip: _____

Telephone: _____ Email: _____

Property Owner (if different from applicant): _____

Mailing Address: _____

_____ Zip: _____

Address of property where work is proposed: _____

_____ Zip: _____

Tax Map ID#: _____ Zoning Classification: _____

Brief Description of Project:

FOR CODE ENFORCEMENT OFFICE USE ONLY

Steep Slope Application Required? YES NO

Short Environmental Assessment Application Required? YES NO

UDML Application Required? YES NO

County Planning Board Review Required? YES NO

Planning Board Review Dates:

_____	Conceptual	_____	Subsequent
_____	Preliminary	_____	Subsequent
_____	Subsequent	_____	Final
_____	Subsequent		
_____	Subsequent		

By signing this application, the applicant / property owner has granted permission for the Planning Board Members / Code Enforcement Officer to make site visits.

Applicant's Signature

Date