

# 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.
- A digital copy of the site plan, emailed to the addresses below
- Planning Board Application
- Short Environmental Assessment Form: you may use the online mapping tool at <https://gisservices.dec.ny.gov/eafmapper/>
- Agricultural Data Statement, if applicable
- 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, NY")

**PLEASE NOTE:** *All projects in Lakefront Residential and Steep Slope areas require referral to the Yates County Planning Board. (See "Yates County Review Agreements and Guidelines" at the above web address.) Referrals will be submitted by the Code Enforcement Office.*

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](mailto:code@middlesexny.org) AND [codeclerk@middlesexny.org](mailto:codeclerk@middlesexny.org).

**\*\*The Planning Board meets the first Wednesday of each month.  
All submissions are due three weeks prior to that date.\*\***

### Planning Board Fees

- **Preliminary Review: \$100** *(The application fee acts as payment)*
- **Subsequent Reviews: \$100/each**

# Town of Middlesex

Code Enforcement Office  
1216 Route 245, PO Box 147  
Middlesex, New York 14507  
[www.middlesexny.org](http://www.middlesexny.org)  
585-554-3624

SPR Application # \_\_\_\_\_

## Planning Board Application: Site Plan Review

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Address:** \_\_\_\_\_

Tax Map ID#: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Is the parcel within 500 feet of a farm operation located in a NYS Dept. of Ag & Markets certified Agricultural District? (*Refer to Yates County Real Property Agricultural District Map.*)  
**If yes, an Agricultural Data Statement form is required.**

**Yes**       **No**

Is the parcel within 500 feet of a municipal boundary or a state or county park, highway, building or institution?

**Yes**       **No**

**Description of Project:**

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**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

**FOR CODE ENFORCEMENT OFFICE USE ONLY**

Agricultural Data Statement Required?	YES	NO
Steep Slope Application Required?	YES	NO
UDML Application Required?	YES	NO
County Planning Board Review Required?	YES	NO

Date Submitted to County: \_\_\_\_\_ Date of County Review: \_\_\_\_\_

County Determination: \_\_\_\_\_

Planning Board Review Date/s:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_