

**TOWN OF MONROE PLANNING BOARD  
PROJECT OPENING FORM**

Name of Project Owner: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Tax Map Reference: \_\_\_\_\_

**Submission Check List:**

1. Check each box to confirm that you have submitted an original and eleven copies of the following:
- |   |  |
|---|--|
| <input type="checkbox"/> Application Form, signed and notarized | <input type="checkbox"/> Site Visit Consent Form, signed                   |
| <input type="checkbox"/> Agreement to Reimburse Form, signed    | <input type="checkbox"/> Section 809 Disclosure Form, signed and notarized |
| <input type="checkbox"/> Environmental Assessment Form, signed  | <input type="checkbox"/> Entity Disclosure Form, signed and notarized      |
| <input type="checkbox"/> Project Plans                          |  |
2. Check the appropriate box for your Application Fee and enter your check number:
- |   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> Subdivision - \$500        | Enter your check no. here _____ |
| <input type="checkbox"/> Site Plan - \$500          | Enter your check no. here _____ |
| <input type="checkbox"/> Wetlands Permit - \$500    | Enter your check no. here _____ |
| <input type="checkbox"/> Special Use Permit - \$500 | Enter your check no. here _____ |
3. Calculate your Escrow Deposit below and enter your check number and amount here:  
Escrow Amount: \_\_\_\_\_ Check no. \_\_\_\_\_

**Escrow Deposit Calculation:**

☐ **Residential Subdivision (0-50 Lots):**

First five lots @ \$2500 each	Number of Lots: _____ x \$2500	= _____
Each lot over five @ \$500 each	Number of Lots: _____ x \$500	= _____
	Total Escrow Amount:	= _____
	(due with Application)	

☐ **Residential Subdivision (Over 51 Lots):**

First five lots @ \$2500 each	Number of Lots: _____ x \$2500	= _____
Each lot over five @ \$500 each	Number of Lots: _____ x \$500	= _____
	Total Escrow Amount Due:	= _____

Due with Application: \_\_\_\_\_ 1/3 of Total Escrow Amount: \_\_\_\_\_  
Due by \_\_\_\_\_ (enter date 60 days after application filed): 1/3 of Total Escrow Amount: \_\_\_\_\_  
Due by \_\_\_\_\_ (enter date 120 days after application filed): 1/3 of Total Escrow Amount: \_\_\_\_\_

☐ **Commercial Subdivisions:**

First five lots @ \$350 each	Number of Lots: _____ x \$350	= _____
Each lot over five @ \$125 each	Number of Lots: _____ x \$125	= _____
	Total Escrow Amount:	= _____
	(due with Application)	

The above fees were approved at a meeting of the Town Board of the Town of Monroe on July 11, 2016. Applicants should also refer to the Town Code of the Town of Monroe, including but not limited to Chapter 26B.

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☐ **Multi-Family Residential Site Plans and Special Permits (0-100 Units)**

First 50 units @ \$500 each	Number of Units: _____ x \$500	= _____
Each unit over 50 @ \$250 each	Number of Units: _____ x \$250	= _____
	Total Escrow Amount:	= _____
	(due with Application)	

☐ **Multi-Family Residential Site Plans and Special Permits (Over 100 Units)**

First 50 units @ \$500 each	Number of Units: _____ x \$500	= _____
Each unit over 50 @ \$250 each	Number of Units: _____ x \$250	= _____
	Total Escrow Amount:	= _____

Due with Application Submission: 1/3 of Total Escrow Amount: \_\_\_\_\_  
Due by \_\_\_\_\_ (enter date 60 days after application filed): 1/3 of Total Escrow Amount: \_\_\_\_\_  
Due by \_\_\_\_\_ (enter date 120 days after application filed): 1/3 of Total Escrow Amount: \_\_\_\_\_

☐ **Commercial or Other Non-Residential Site Plans and Special Permits**

Total square feet of building floor area = \_\_\_\_\_ sq.ft.

\$2500		= \$2500.00
plus \$50 per 1000 sq. ft. of building floor area up to 5000 sq. ft.	\$50 x _____	= _____
plus \$150 per 1000 sq. ft. of building floor area above 5000 sq. ft.	\$150 x _____	= _____
	Total Escrow Amount	= _____
	(due with Application)	

☐ **Local Wetlands Permit**

\$2500 per involved lot	Number of involved lots: _____ x \$2500	= _____
		(due with Application)

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