

TOWN OF SWEDEN PLANNING BOARD RULES - 2026

1. Planning Board meetings are held at 7 p.m. on the second and fourth Monday of each month, or as noted on the attached Planning Board Schedule, at the Town of Sweden offices, 18 State Street, Brockport, New York. Workshops are held at 6 p.m. prior to the scheduled meeting.
2. The first meeting of the year is an organizational meeting. The agenda includes the election of a chairperson for a one-year term (if not appointed by the Town Board) and approval of the schedule and rules and regulations for the coming year.
3. Canceled meetings: The Clerk will contact members and those parties who are scheduled on the agenda. A meeting cancellation notice will be posted on the entrance door of the Town office and on the Town's website, www.townofswedenny.gov.
4. Projects to be accepted for review must be submitted to the Planning Board Clerk by 4:00 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.

NOTE: Refer to the Sweden Town Code and Land Use Development and Subdivision Regulations at www.townofswedenny.gov for additional information.

SUBDIVISION APPROVAL

Accept for Review:

- ORIGINAL plus Ten (10) copies of plat (folded to page size, 8½ x 11 inches with title block showing). *Acceptable County Map sizes: 17"x22", 22"x34", or 34"x44"*
- ORIGINAL plus Ten (10) Project Information and/or Single Lot Subdivision Forms.
- ORIGINAL plus Ten (10) Agricultural Data Statement.
- ORIGINAL plus Ten (10) Short Environmental Assessment Form.
- An electronic copy of all application materials submitted is required.

The Planning Board Clerk will send application materials to various agencies, if applicable, for review such as the Town Engineer, Fire Marshal, Highway Superintendent, Building Department, and Environmental Conservation Board. The Project Sponsor will provide written responses to each agency and the Planning Board on or before Wednesday prior to the project's next scheduled meeting.

If applicable, the Project Sponsor is responsible for completing a Monroe County Planning Department Referral Form online at www.monroecounty.gov/planning-guide. Once completed, the Clerk will be notified to review and certify as complete. Upon request, the Project Sponsor will be required to mail one complete set of applications and plans to Monroe County Planning Department to begin a review. Once comments are received, the Project Sponsor will provide written responses to the Planning Board and Monroe County Planning.

Public Hearing: The Planning Board may schedule a public hearing within sixty-two (62) days from the day an application is accepted for review. A legal notice will be published in the Westside News, and as a courtesy, copies of the legal notice mailed to property owners within 500 ft. of the proposed project's location, a minimum of five (5) days prior to the public hearing. Properties in an agricultural district must be notified ten (10) days prior to the public hearing.

Preliminary Approval: Preliminary approval for a subdivision may be granted at the Public Hearing if the plat is substantially complete as required by the Planning Board, and a SEQRA determination (Neg-Dec) has been made.

Final Approval: When all concerns have been met, a SEQRA determination (Neg-Dec) has been made, final approval may be granted contingent upon all required signatures are obtained, and the Chairperson is authorized to sign the mylar. The mylar may be signed by the Town Engineer prior to or at a scheduled meeting.

Expiration of Conditional Approval: The final plat shall expire within one hundred eighty (180) days after the date of the resolution granting conditional approval unless such requirements have been certified as completed.

Expiration of Final Approval: The mylar must be filed in the Monroe County Clerk's Office within sixty (60) days of the date of the Chairperson's signature. If it is not, the approval expires, and the Chairperson must re-sign the mylar.

Three (3) copies of the filed subdivision plat should be provided to the Town of Sweden Planning Department, including an electronic copy. Note: For commercial projects or large residential subdivisions, a mylar copy of the filed map must also be provided.

SITE PLAN APPROVAL

Accept for Review:

- ORIGINAL plus Ten (10) maps (folded to page size, 8½ x 11 inches with title block showing). *Acceptable County Map sizes: 17"x22", 22"x34", or 34"x44"*
- ORIGINAL plus Ten (10) Project Information Form and/or Permit A.
- ORIGINAL plus Ten (10) Agricultural Data Statement.
- ORIGINAL plus Ten (10) Short Environmental Assessment Form.
- An electronic copy of all application materials submitted is required.

The Planning Board Clerk will send application materials to various agencies, if applicable, for review such as the Town Engineer, Fire Marshal, Highway Superintendent, Building Department, and Environmental Conservation Board. The Project Sponsor will provide a written response to each agency and the Planning Board on or before Wednesday prior to the project's next scheduled meeting.

If applicable, the Project Sponsor is responsible for completing a Monroe County Planning Department Referral Form online at www.monroecounty.gov/planning-guide. Once completed, the Clerk will be notified to review and certify as complete. Upon request, the Project Sponsor will be required to mail one complete set of applications and plans to Monroe County Planning Department to begin a review. Once comments are received, the Project Sponsor will provide written responses to the Sweden Planning Board.

Public Hearing: The Planning Board may schedule a public hearing within sixty-two (62) days from the day an application is accepted for review. A legal notice will be published in the Westside News, and as a courtesy, copies of the legal notice mailed to property owners within 500 ft. of the proposed project's location, a minimum of five (5) days prior to the public hearing. Properties in an agricultural district must be notified ten (10) days prior to the public hearing.

Final Approval: The Planning Board shall decide on the application within sixty-two (62) days after the public hearing or sixty-two (62) days after the application is accepted for review if no hearing has been held. The time within which the Planning Board must make 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. When all concerns have been met, a SEQRA determination (Neg-Dec) has been made, final approval may be granted contingent upon all required signatures are obtained, and the Chairperson is authorized to sign.

The mylar may be signed by the Town Engineer prior to or at a scheduled 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 all site plans.

Expiration of Site Plan: Approval of a site plan shall expire after thirty-six (36) months, unless the development is sufficiently complete for a Certificate of Occupancy to be issued or, if the development is in two (2) or more phases, the first phase is sufficiently complete for a Certificate of Occupancy to be issued.

Three (3) copies of the signed site plan should be provided to the Sweden Planning Department, including an electronic copy. Note: For commercial projects or large residential subdivisions, a mylar copy of the signed site plan must also be provided.

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 Chairperson of the Planning Board.

Residential Subdivision and Plan Review (First Lot)	\$600
Residential Multi-lot Subdivision and Plan Review	\$200 - each additional lot
Residential Subdivision/Resubdivision (No site plan review required)	\$400 – each lot
Residential New or Amended Site Plan	\$500 – each lot
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
Commercial/Light Industrial Amended Site Plan	\$500 plus .05¢ per sq. ft. of additional building or structure area
Shopping Plaza Site Plan (4) four or more stores	\$2,500 plus \$100 per acre or fraction thereof, plus .05¢ per sq. ft. building or structure area
Shopping Plaza Amended 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-Commercial Site Plan	\$1,500 plus .05¢ per sq. ft. of building or structure area
Airport-Commercial Amended Site Plan	\$500 plus \$100 per acre or fraction thereof of affected acreage, plus .05¢ per sq. ft. of building or structure area
Recreation-Commercial Site Plan	\$1,000 plus \$10 per acre or fraction thereof, plus .05¢ per sq. ft. of building or structure area
Recreation-Commercial Amended Site Plan	\$500 plus .05¢ per sq. ft. of building or structure area
Special Use Permit	\$250 – Use Exceptions
Special Planning Board Meeting (applicant requested)	\$400
PUD (Planned Unit Development)	\$5,000 plus 100% of all engineering and professional services
Home Occupation	\$350
ZONING BOARD OF APPEALS FEES: (Board meets on an as needed basis)	
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.