

# Monroe County Development Referrals Online • Municipality Guide

Login to the application at: <https://cip.monroecounty.gov/drc>

Your username and password will be provided by Monroe County Planning.

Email [DevelopmentReview@monroecounty.gov](mailto:DevelopmentReview@monroecounty.gov) or call **585-753-2000** if you have questions or need access.

## Certifying and Submitting Referrals

Applicants/agents can enter referrals online. When they submit the referral, you will receive an email with a link to review it. The link will take you to the screen below.

Click the "Submit" below to certify this development referral for your municipality and submit it to Monroe County Planning. Click the "Edit" button to enter comments or make any other changes.

[Edit Referral](#) [Submit Referral To Monroe County Planning](#)

**Referral Information**

ID	1303	Referral #	R020008	Status	municipal	DRC/Local	DRC
Created	5/14/20 09:53PM			Certified	Xixuan Lin		
Reviewer							
Postmark	Received	Due	Closed				

**Municipal Information**

Municipality	Rochester	Board Date	5/29/20	Board Response Date	2020-05-28	
Referring Board(s)	Planning Board					
Additional Info/Concerns						
Project Applicant/Agent						

If the referral is complete and accurate, click **Submit Referral to Monroe County Planning**. This is equivalent to signing the paper form.

You can also login at any time and view referrals that need to be submitted from your dashboard.

Monroe County Development Referral Forms  
Municipality: City of Rochester

[View/Search All Referrals](#) [New Referral](#)

[Referrals Needing Review](#) [Completed Referrals](#)

## Editing a Referral

Use the **Edit Referral** button/tab if any information needs to be corrected before submitting. You can add comments in the **Additional Info/Concerns** field or edit the dates under **Municipal Information**. The other sections of the form (collapsed in the screenshot below) are also editable.

## Searching Referrals

The dashboard buttons or the **Referrals** tab will take you to the referrals list, where you can search, sort and filter referrals.

**Search by referral #, name, applicant, etc.**

**Filter by status**

**Click to view**

ID	Referral #	Created	Postmark	Due Date	Project Name - Applicant/Agent
status	Closed	Certified	Received	DRC/L Due	Project Description
1303	RO20008	5/14/20			<a href="#">3035 Buffalo Road</a> - Joe/Laber, PE Site Plan review of a proposed 15,600sf building with 80 parking spaces
1302	RO20007	5/13/20	5/14/20 5/20/20	6/13/20 6/1/20	<a href="#">221B Baker Street Renovations</a> - Sherlock Holmes/Dr. Watson Office renovations to 8th floor of 50 West Main Street to have better vantage point to detect Moriarty's Actions.
1298	RO20006	5/11/20	5/11/20 5/14/20	6/10/20 5/25/20	<a href="#">Brewery Line Trail</a> - Robin Schutte Redevelop park including: shifting existing Trail from edge of gorge, improving access, adding roof to overlook, improving drainage, landscaping, way-finding, various park improvements.
1297	RO20005	5/11/20	5/11/20 5/11/20	6/10/20 5/25/20	<a href="#">Bay View Landing Apartment Building</a> - Passero Associates/Matt Newcomb Applicant proposes to construct a 4-unit apartment building and associated parking for the structure with additional parking for adjacent property owner (K2 Brewery) through Incentive Zoning.
1295		5/11/20			<a href="#">Kim's House</a> - Kim Hudson Subdivision and Site Plan Referral for a single family residence.
1294	RO20004	5/10/20	5/6/20 5/8/20	6/5/20 5/19/20	<a href="#">Longest Driveway in Rochester to Giant Statue</a> - Jesse Sternberg/Ken Kennys This driveway will go through all county parks, over some airport runways, through a protected wetland, and end with a giant statue that will be taller than any building in Monroe County.
1245	RO19011		7/31/19 7/31/19	8/29/19 8/13/19	<a href="#">Highland Hospital's Patient Tower Addition Project</a> - Mike Zanghi/Richard Wagner Site Plan Referral for 72,100 sf 7 story addition to hospital in SE corner of the site, for physical therapy suite and 58 patient rooms to facilitate conversion of double rooms to single rooms (no increase in beds).

The color coded **status** indicates where the referral is in the process:

- started:**\* Form is in the process of being filled out.
- incomplete:**\* Additional info must be provided before Planning will accept form.
- municipal:**\* Municipality needs to review and submit to Planning.
- submitted, prepared, working, reviewed:** Internal to Monroe County.
- completed:** Referral is done. The response packet can be viewed.

**\* You can edit and (re)submit these referrals.**

## Completed Referrals

Once a referral is complete you will receive an email notice containing a link to the referral and the final response packet.

This referral review has been completed. Click the button below to view the response packet.

[View Response Packet](#)

**Referral Information**

ID	1234	Referral #	RO19010	Status	completed	DRC/Local	Local
Created		Certified		Reviewer	Patrick Gooch		
Postmark	7/17/19	Received	7/17/19	Due	8/15/19	Closed	8/1/19

**Municipal Information**

View final response packet

## Entering a New Referral

Click the dashboard button or the **New** tab under **Referrals** to start a referral on behalf of an applicant/agent. If you have a filled out paper copy of the form, use the **File Attachments** section to scan, upload, and attach it.

Home Referrals Users mtest Exit

List **New** RO19010 Colgate R...

View Docs

This referral review has been completed. Click the button below to view the response packet.

[View Response Packet](#)

**Instructions/General Info**

Referrals are reviewed weekly by the MCDP&D and the Monroe County Development Review Committee (DRC). Applications must be received by 12:00PM Friday. Any submittals received after 12:00PM Friday will be distributed to the DRC in the next review cycle. Incomplete applications will be held for ten business days for correction. If not corrected within this time frame they will be returned to the municipality.

Direct all submittals and questions to: *Monroe County Department of Planning and Development, Planning Division, CityPlace, 50 West Main Street, Suite 1150, Rochester, New York 14614-1225, Phone (585) 753-2000, Fax (585) 753-2028.*

Use the "File Attachments" section at the bottom of this form to upload:

- ✓ Plan sets with title block showing, including overall site plan showing phased development; or text amendment or new local law.
- ✓ All information obtained by the municipality pertaining to this application (letter from agent, environmental assessment forms, etc.).

**Project Applicant/Agent**

	Owner/Applicant	Agent
Name		
Business Address		
City/State/Zip	New York	New York
Phone		
Email		

**Project Information**

Project Name:  Prev. Referral #:

Description:

Address(es) *Enter a street # and street name or tax # to search for an address. Click the results to auto fill the rest of the fields.*

Street #	Street Name/Intersection:	City	Zip	Tax #	Acreage	Swis	SBL