

**Request to the Town Board  
Privilege of the Floor**



Town Board  
85 East Main Street 585-742-5020  
Victor NY 14564 585-924-7697 FAX

Your application to the Planning & Building Department has been reviewed. The Code Enforcement official has determined that the application requires additional approval by the Town Board.

Upon payment of the Filing Fee and submission of this form, your request will be placed on the next available Town Board agenda under Privilege of the Floor for the Town Board's consideration. You will be notified by the Town Clerk of the meeting date and if any other documentation is required.

Should the Town Board entertain the request, the Town Clerk will draw up all required documents. **The applicant is responsible for the Ontario County Clerk filing fee of \$125.00 (Flat Filing Fee). In addition, if any legal fees are incurred for the request they will be charged back to the applicant. The Town Attorney fees range from \$220.00 to \$250.00 per hour.**

Approval of any legal agreements will occur at the Town Board meeting by formal resolution.

Upon approval by the Town Board, **you must then obtain proper approvals/permits from the Planning & Building department.**

***Privilege of the Floor Information***

*Please complete this form and submit it along with an **Instrument Survey** showing proposed work.*

Property Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Best Phone # \_\_\_\_\_

Applicant's Address \_\_\_\_\_  
\_\_\_\_\_

Applicant's Email \_\_\_\_\_

Owner's Name \_\_\_\_\_ Best Phone # \_\_\_\_\_

Owner's Address \_\_\_\_\_  
\_\_\_\_\_

Owner's Email \_\_\_\_\_



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

Owner / Applicant: \_\_\_\_\_

**For Office Use Only**

Filing Fee Paid: \_\_\_\_\_ Ck # \_\_\_\_\_ / Credit Card

Date Privilege of the Floor Request Received: \_\_\_\_\_

TB Meeting Date of Privilege of the Floor: \_\_\_\_\_

TB Agreed / Disagreed to Entertain Request

TB Meeting Date of Formal Resolution (if applicable): \_\_\_\_\_

Resolution Approved / Denied

Referred to PB (if applicable): \_\_\_\_\_

Referred to ZBA (if applicable): \_\_\_\_\_

Building Permits: \_\_\_\_\_

Agreement Prepared: \_\_\_\_\_

Instrument Survey: \_\_\_\_\_

TP-584: \_\_\_\_\_

License and Hold Harmless Agreement signed: By Owner \_\_\_\_\_

By Town \_\_\_\_\_

Filed with Ontario County: \_\_\_\_\_

Returned after Filing: \_\_\_\_\_

Copy sent to Owner with Resolution: \_\_\_\_\_