



**MONROE COUNTY  
DEPARTMENT OF PLANNING & DEVELOPMENT (MCDP&D)**

**AIRPORT REFERRAL FORM**

This form is a supplement to the MCDP&D DEVELOPMENT REFERRAL FORM. It lists additional information needed by the Director of Planning & Development (in making a determination regarding any land use or land subdivision proposed to be located within the area covered by the county's airport review jurisdiction, as provided in Section C5-4 of the Monroe County Charter.)

Instructions: In addition to the space provided below, attach another sheet if more space is needed to complete an entry. For major development projects, the plan should include topographic information and should illustrate or show locations of any of the information requested in items 1-8, below.

1. Current use of the property: \_\_\_\_\_

2. Proposed use of the property: \_\_\_\_\_

3. Coverage of structures on the site:

a. current coverage of structures on site \_\_\_\_\_

b. proposed coverage of structures on site \_\_\_\_\_

4. The height, in feet above mean sea level, of:

a. the tallest existing structure on the site \_\_\_\_\_ Feet

b. the tallest proposed structure on the site \_\_\_\_\_ Feet

5. The maximum number, type (cars, tractor trailers) and location of vehicles on the site at any one time:

\_\_\_\_\_

The time of maximum occupancy is: FROM: \_\_\_\_\_ AM PM TO: \_\_\_\_\_ AM PM

6. Type, location and direction of exterior lighting:

\_\_\_\_\_

7. Exterior signs, if any, and light source (interior/exterior lit; light color; animation; flashing):

\_\_\_\_\_

8. Are there any proposed or existing detention or retention ponds on site?  Yes  No

If yes, list types of pond, existing or proposed, and acreage of pond:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Name, title, telephone number, and signature of the municipal employee completing this form:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Signature: \_\_\_\_\_

For questions concerning the use of this form please email: [DevelopmentReview@monroecounty.gov](mailto:DevelopmentReview@monroecounty.gov) or call (585) 753-2000.

Completed, signed forms and all information pertaining to this application should be uploaded to Monroe County Development Review Online as file attachments within the online referral application or emailed to:

[DevelopmentReview@monroecounty.gov](mailto:DevelopmentReview@monroecounty.gov)

ATTACHMENT TO: MCDP&D Referral #: \_\_\_\_\_

(rev. October 2022)