Monroe County Development Referrals Online · Municipality Guide

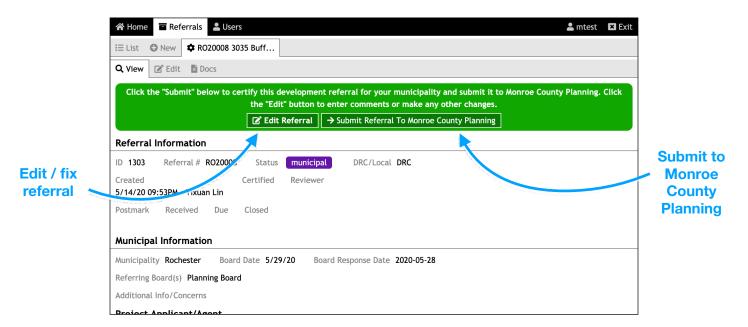
Login to the application at: https://cip.monroecounty.gov/drc

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

Email <u>DevelopmentReview@monroecounty.gov</u> or call **585-753-2000** if you have questions or need access.

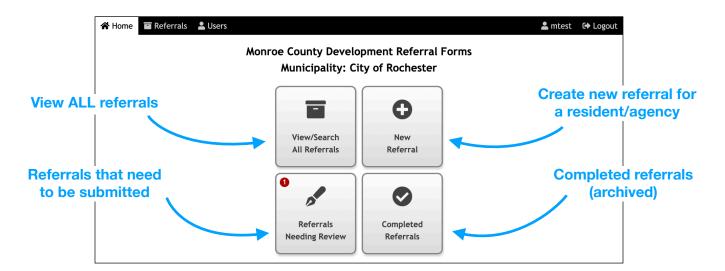
Certifying and Submitting Referrals

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.



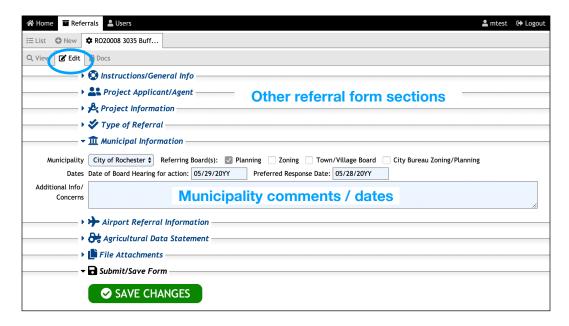
If the referral is complete and accurate, click **Submit Referral to Monroe County Planning**. This is equivalent to signing the paper form.

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



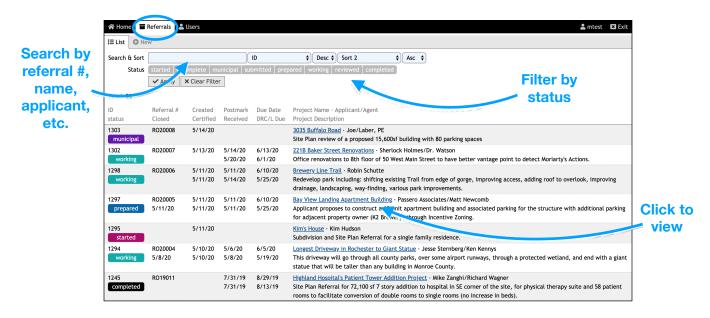
Editing a Referral

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.



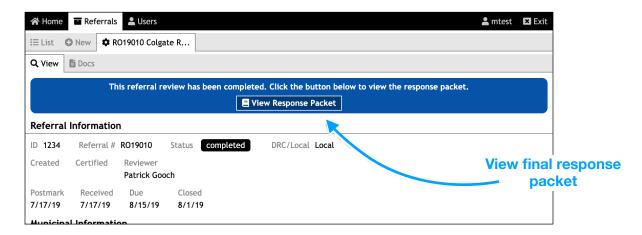
The color coded **status** indicates where the referral is in the process:

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.



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.

