Monroe County Development Review Online – Frequently Asked Questions

Q: We can ask applicants to submit for 239m? Do a lot of municipalities do this?

A: Yes, you can have the applicant fill out the application, or someone from the Municipality can fill the application out for the applicant. It is up to the municipality how they want to handle the 239 Process. Currently, some larger projects have submissions come directly from the Architecture, Engineering, or Planning Firm that drew up engineering diagrams, plans, code changes, etc. An Engineer could fill in all the pertinent details, upload PDFs with documents needed, such as Site Plans, etc. and submit it to the Municipality. The Municipality would then review and add any missing information, such as identifying the appropriate board that needs to hear the matter and provides information about the meeting date. They will certify that the application is complete by selecting a button in the DRC Online Portal and it will be sent to Monroe County. The Municipality still needs to review and approve the application before it goes to Monroe County.

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Q: If the referral is deemed a "Local Matter" will that also be sent back electronically?

A: Yes, it will essentially be the same process and time frame, but you'll get an email with the response - Local or other.

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Q: When does the 30 day clock start to tick?

A: The 30-day clock will start to tick upon electronic submission if the application is complete. If the application is incomplete because necessary information is missing we will notify you of the missing information via an email. We will indicate what Monroe County needs and ask you to upload it to the existing DRC Online or email the digital file to us. The day we received the missing information will be the start of the 30-day clock.

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Q: For access to the page, will it be through MCP&D's Planning page? Or another location?

A: It can be accessed through link provided on MCP&D's Planning page: https://www.monroecounty.gov/planning-guide or the Development Review Online website: https://cip.monroecounty.gov/drc/

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Q: Do we need to send any hard copies of the referral?

A: As of July 1, 2021, applicant or municipality will not be required to mail/deliver the hard copies to County Planning. However, in the case that a Review Committee member needs a hard copy, the applicant still has to provide a paper copy to the agency that requests it directly. *[Specifically, if a project has frontage on a Monroe County road AND/OR might impact the County Right of Way, Monroe County Department of Transportation requires ONE (1) hard copy of your entire application including the online referral form AND all supporting documents. Please mail/deliver the required documents to Monroe County Department of Transportation within a week. If you are not sure, please call MCDOT, John*

Raymond at 585-753-7711. (Please coordinate with the municipality to decide who will send out the hard copies to MCDOT)]

The hard copy can be sent to us via mail or dropped off.

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Q: If a field is required, but not applicable you can should put N/A or a zero?

A: Correct, please use "N/A" or "NA" or "0" if the field doesn't apply and requires a response.

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Q: What happens if I can't remember my user name or password?

A: The Online DRC application has an account recovery feature built into it. Generally, you can recover your own password by using your email account. However, too many failed attempts will lead to your account being locked. Contact the Planning Department by emailing: DevelopmentReview@monroecounty.gov to have your account reset.

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Q: Do I need to register a new account for each project I submit?

A: No, the system is designed to allow users to submit multiple applications. Municipal users are tied to their municipality and can access all applications from that municipality, but not from other municipalities. Non-Municipal users, such as professional firms, property owners, etc. can submit referrals under one user name and identify the appropriate municipality.

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Q: Can I save a referral?

A: Yes, you can start a referral, save it, and not submit it. The application will allow you to log back in and finish the application as you need.

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Q: What happens when I hit submit?

A: A non-municipal user hitting submit will send a notification to the municipality to review and approve the application before it is formally submitted to Monroe County Planning and Development. A municipal user hitting submit will officially submit the DRC (239m) to Monroe County Department of Planning and Development for review and will start the 30-day clock if it is a complete application.

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Q: Can a municipality have multiple users? I run the Planning Board, but someone else run's the Zoning Board of Appeals?

A: Yes, a municipality can have multiple users. Please do not share your account information, instead contact us to have additional accounts created for your colleagues or new employees. The same recommendation goes consultant firms.

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