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 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.