

Monroe County Development Review Online – Frequently Asked Questions

Monroe County Department of Planning and Development will update this informational document as questions arise and we provide answers. Please check this frequently for answers to common 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: Does the 30 day clock start to tick upon electronic submission or upon the county receiving of one or two paper copies?

A: The 30-day clock will start to tick upon electronic submission if the application is complete. A complete application includes a paper copy that is expected to be sent to our office within seven (7) days of the submission date. If we have not received an application within seven days we will notify you that the application is incomplete and can't be reviewed until we receive a paper copy. For example, if we received an electronic submission on Monday, June 15, 2020 and all materials were submitted, besides the paper copy, and the paper copy is received via mail on Monday, June 22, 2020 the submission date would be June 15, 2020.

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. The day we received the missing information will be the new date of submission and we will notify you that we have both a complete electronic and paper application. We will still need a paper copy, but we will take the electronic submission date as the date of submission so long as we received a paper copy within seven days of submission (see above). If we have not received a paper copy within seven days we will notify you via that the application is incomplete.

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

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A: It will be on our page and we will email links out to all municipal contacts.

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Q: Do we physically have to drop off the one hard copy or can we mail it? One or two sets?

A: The hard copy can be sent to us via mail or dropped off. One copy is required, but there are situations where a second copy may be requested by Monroe County. This is generally only when the County's Department of Transportation needs to conduct a detailed review (Often occurs when it's on a County Road but not exclusively).

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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 to have your account unlocked.

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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. No need to remember multiple logins.

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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 goes for Professional Firms that may assist municipalities with projects.