

<b><u>FOR OFFICE USE ONLY</u></b>
Application #

**TOWN OF MONROE**  
 1465 Orange Turnpike Monroe, NY 10950  
 Telephone (845) 845-783-1900 <http://www.monroenv.org/>

**ENTITY DISCLOSURE FORM**

(This form must accompany all land use applications submitted by any Entity as defined herein)

Disclosure of the names and addresses of all persons or entities owning any interest or controlling position of any Limited Liability Company, Partnership, Limited Partnership, Joint Venture, Doing Business Name, Corporation or Association (hereinafter referred to as the “Entity”) filing a land-use application before the Town Board is required pursuant to Section 23-11A of the Town Code of the Town of Monroe. The names of all Members of the Entity for the past year from the filing of any land use application must be set forth. Also, the applicant must attach a copy of all Entity documents filed with the New York State Secretary of State or in any other State of its formation as well as all records regarding Membership Interests in the Entity, minutes of any Meetings and records of transfer of any membership interests since the formation of the Entity. If any Member of the Entity is not a natural person, then the names and addresses as well as all other information sought herein must be supplied about the non-natural person member of that Entity, including names, addresses and formation filing documents. Applicants shall submit supplemental sheets for any additional information that does not fit within the below sections, identifying the section being supplemented.

**SECTION A.**

<b>Name of Entity</b>	<b>Project Name and Address</b>
<b>Address of Entity</b>	<b>City, State, Zip Code</b>
<b>State of Formation</b>	<b>Email and telephone contact information</b>

**SECTION B.** List all persons, officers, limited or general partners, directors, members, shareholders, manager, authorized persons, beneficial owners, any others with any interest in or with the above referenced Entity. List all persons with a membership or voting interest or controlling position in the Entity along with that parties' business or personal address and telephone number, e-mail address and other contact information. "Authorized person" used herein means an individual or entity, whether or not a shareholder, member, officer or director, or person identified by any other title who is authorized to act, solely or in conjunction with others, on behalf of or for the Entity. Use a supplemental sheet to list additional persons.

Name	Address	Telephone Number

**SECTION C.** Does any party identified in Section B currently hold a paid or unpaid position with an agency of the Town of Monroe?

YES                       NO

If yes, list every Board, Department, Office, agency or other position with the Town of Monroe with which a party has a position, unpaid or paid, and identify the agency, title, and date of hire.

Agency	Title	Date of Hire

**SECTION D.** The information contained herein shall be updated with the Town Clerk no later than thirty days after any change in information.

Any person who (1) provides false or fraudulent beneficial ownership information; (2) willfully fails to provide complete or updated information; or (3) during the application process, fails to obtain or maintain credible, legible, and updated beneficial ownership information shall be subject to suspension of any pending application by the applicant entity or a stop work order on any work relating to the application or both, in addition to any other applicable penalties under the Town Code or State or Federal Statute or both.

**STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_.**

I, \_\_\_\_\_ being first duly sworn, according to law, deposes and says that I am (Title) \_\_\_\_\_, an active and qualified member of the \_\_\_\_\_, a business duly authorized by law to do business in the State of New York, and that the statements made in the forgoing affidavit are true, accurate, and complete. I further understand that land use applications may have a significant impact upon the health, safety and general welfare of the Town, its inhabitants and visitors, and the Town Board is required to be certain that anyone with any interest or controlling position of the Entity who applies for any land use approval or permission must have no conflict of interest as that term is defined in Town Law as well as the General Municipal Law and that the disclosure of any officers, directors, members, shareholders, managers, authorized persons, beneficial owners, any other controlling parties with the above entity, and all persons with a membership or voting interest in the entity is required to be made in any land use application or request for any approval from the Town to be certain no conflict of interest exists and without the disclosure a full review of any conflict cannot take place.

(Signature) \_\_\_\_\_ (Print) \_\_\_\_\_.

Sworn to and subscribed in my presence

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public) (Notary Expiration)