

Remit to: Judith Garrison, Clerk of the Board  
[Judith.garrison@essexcountyny.gov](mailto:Judith.garrison@essexcountyny.gov)

Date received: \_\_\_\_\_

Initials: \_\_\_\_\_

## General Municipal Law §239-M Referral Form Essex County, NY Planning Board

**Municipality:** \_\_\_\_\_

**Referring Body:**

- Planning Board
- Zoning Board of Appeals
- Town Board, Village Board
- Code Enforcement Office

**Proposed Action:**

- Adoption or amendment of a zoning ordinance, local law or code
- Adoption or amendment of a Comprehensive Plan
- Site plan review
- Granting of a use variance
- Granting of an area variance
- Granting of a special use permit
- Other (please specify): \_\_\_\_\_

**Location is within 500 feet of the following:**

- Municipal Boundary\*\*
- Right-of-way of a County or State road, highway or parkway
- Boundary of State or County owned public land, park or recreation area
- Boundary of State or County owned land containing a public building or institution
- Boundary of a farm operation location in, or adjacent to, an Agricultural District, as defined by Article 25AA or Agricultural District Law (Ag. District Map: <https://cugir-data.s3.amazonaws.com/00/79/62/agESSE.pdf>) \*\*\*

**Project Description:**

Applicant Name: \_\_\_\_\_

Address of Proposed Action: \_\_\_\_\_

Tax Parcel ID: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Minimum Lot Size: \_\_\_\_\_ Public Mtg/Hearing Date: \_\_\_\_\_

Required Setbacks: Front yard: \_\_\_\_\_ ft. Side Yard: \_\_\_\_\_ ft. Rear yard: \_\_\_\_\_ ft.

Brief Description of Proposed Action: \_\_\_\_\_

**REQUIRED ENCLOSURES**

- Environmental Assessment Form: completed Part 1 of the appropriate Environmental Assessment Form (EAF) and any other materials used to make a determination of significance pursuant to the State Environmental Quality Review Act (SEQRA)
- Any/all Maps, Sketches and/or Plans provided to the Referring Body
- For adoption or amendment of zoning laws or comprehensive plans, a copy of the full text
- Copy of the application submitted to the Referring Body
- An Agricultural Data Statement, for special use permits, site plans, or use variances located in an Agricultural District or within 500 feet of a farm operation located in an Agricultural District, per Ag. Districts Law Article 25AA §305-a, Town Law §238-a, and Village Law §7-739

**NOTE ADDITIONAL PERMITS/REVIEWS REQUIRED** \_\_\_\_\_

**Official to whom Essex County Planning Board recommendation should be sent:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Preferred method for response:  mail  email

\*The Essex County Planning Board does NOT have authority to review subdivisions. Subdivisions should not be referred.  
\*\* Per G.M.L. §239-nn, in the case of site plan review, special use permit, use variance, or subdivision, a public hearing notice must be given, by mail or email, to the clerk of the adjacent municipality at least 10 days prior to the hearing.  
\*\*\*This criteria does NOT apply to area variances.

Please remit Notice of Action Form to be filed with the County once action has been taken.