

Remit to: Judith Garrison, Clerk of the Board

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 of 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.