

# GENERAL MUNICIPAL REFERRAL FORM

Required pursuant to General Municipal Law Article 12B, Sections 239-1, -m, or n.

- 1. Municipality:     Town of \_\_\_\_\_     Village of \_\_\_\_\_
- 2. Referring body:     Planning Board     Zoning Board of Appeals     Legislative Body
- 3. Name, title, and address of official to whom our recommendation is to be mailed: \_\_\_\_\_

- 4. Jurisdictional Determination:  
Project is located within 500 feet of the following (existing or proposed):
  - Municipal Boundary
  - State or County Road
  - State or County Facility
  - State or County Park
  - Agricultural District
  - County-owned stream or drainage channel
  - Other (specify): \_\_\_\_\_
- 5. Type of Referral:
  - Site Plan Review
  - Special Use Permit
  - Subdivision Review →  Preliminary     Final
  - Area Variance
  - Use Variance
  - Zoning Map Amendment/Adoption
  - Zoning Text Amendment/Adoption
  - Comprehensive Plan Amendment/Adoption
  - Other (specify): \_\_\_\_\_

- 6. Applicant's Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Phone: \_\_\_\_\_

- 7. Location of real property pertaining to referral (**fill out completely**):
  - A. Street Address: \_\_\_\_\_
  - B. Tax Parcel ID Number: \_\_\_\_\_    C. Dimensions/Area of Property: \_\_\_\_\_
  - D. Existing Zoning District: \_\_\_\_\_

- 8. Brief written summary of proposed action: \_\_\_\_\_
- \_\_\_\_\_

- 9. Supporting Documents (\* - **Mandatory for all referrals**)
  - \*Sketch of proposal drawn to scale depicting existing and proposed buildings, proposed ingress/egress, internal traffic circulation pattern, designated parking areas, and north arrow.
  - \*Location map(s)                       \*Municipal Application Form                       Existing Area Zoning
  - Subdivision plat(s)                       Copies of textual amendments
  - SEQR Environmental Assessment Form (EAF) \_\_\_ I \_\_\_ II \_\_\_ III
  - Other (specify): \_\_\_\_\_

- 10. Other involved agencies (i.e., other agencies having permitting authority).
  - Schuyler County Department of Health                       Schuyler County Highway Department
  - Schuyler County Soil and Water Conservation District

Send completed form & enclosures to:  
**Schuyler County Planning Commission**  
**105 Ninth Street, Unit 39, Watkins Glen, NY 14891**  
 Telephone: 607-535-8211    Fax: 607-535-8193  
<http://www.schuylercounty.us/planning>

**OFFICE USE ONLY**

Referral number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_