

# County Planning Board Referral Form

(Please print in ink or type)

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

**Referring body:**

- Planning Board
- Zoning Board of Appeals
- Town or Village Board

**Proposed action:**

- Adoption or amendment of a zoning ordinance or local law
- Approval of a site plan
- Granting of a use variance
- Granting area variance
- Granting of a special use permit
- Other authorizations that a referring body may issue under the provisions of any zoning ordinance or local law.

**Project description:**

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

Location (address of the proposed action): \_\_\_\_\_

Nearest major intersection: \_\_\_\_\_

Existing land use or conditions: \_\_\_\_\_

Proposed changes: \_\_\_\_\_

Allowable uses or conditions (applicable to the proposed action under local code): \_\_\_\_\_

**PLEASE INCLUDE THE FOLLOWING IF APPLICABLE:**

- Completed EAF (Environmental Assessment Form) & all other materials used by the referring body to make a determination of significance pursuant to the State Environmental Quality Review Act (SEQRA).
  - **If Type II Action, please note the number of the action as listed under 6NYCRR Part 617.5 (c)** \_\_\_\_\_.
- Copy of the full text of ordinance or local law being proposed or amended (unless current document is already on file with department).
- Copy of application submitted to referring body
- Maps & plans: If oversized (larger than 11X17 inches), please include 12 copies or reduce originals to 11X17 inches or smaller (include one full set in the original size for our files).

**Please provide details of any requirements of the municipality's codes or regulations that were waived in this review.**

**Contact Information:**

Person responsible for submitting referral: \_\_\_\_\_

Title or position: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please sign and date the receipt below:**

I \_\_\_\_\_, certify that the statement of the proposed action being submitted for referral to the Washington County Planning Board on (date) \_\_\_\_\_ is complete to the best of my knowledge and in accordance with the municipality's land use ordinances and laws.

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**Space below provided for Planning Department use:**

<i>Stamped date received</i>
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Date received in office: \_\_\_\_\_

Deadline Date: \_\_\_\_\_

**Materials list:**

- Maps & plans: \_\_\_\_\_
- Other: \_\_\_\_\_
- EAF (Part I)
- Copy of application submitted to the referring body
- Copy of the text of ordinance or local law being proposed or amended
- Other: \_\_\_\_\_
- Statement complete