



# ALLEGANY COUNTY PLANNING BOARD

Crossroads Conference Center  
NYS 19 N

Belmont, New York 14813

Phone (585) 268-7472

Fax (585) 268-7473

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Allegany County Planning File # \_\_\_\_\_

Date Received by Allegany County Planning: \_\_\_\_\_

Date Reviewed by Allegany County Planning Board: \_\_\_\_\_

## ALLEGANY COUNTY PLANNING BOARD 239 (L & M) REFERRAL FORM

### MUNICIPAL INFORMATION

Municipality referring project: \_\_\_\_\_

Project Title: \_\_\_\_\_

Board referring project:  Town/Village Board     Planning Board     ZBA

Board's next meeting date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_@\_\_\_\_\_

**Certification: With the following signature, I certify that this application provides a complete description of the proposed local action and is a "complete application" pursuant to the Allegany County Planning Board By-laws and NYS General Municipal Law, Article 12-B, Section 239-m, part-c.**

\_\_\_\_\_  
Signature of Referring Official

\_\_\_\_\_  
Date

### REFERRAL INFORMATION

Type of Action:     Site Plan Review  
                           Special Use Permit  
                           Zoning Map Adoption/Amendment  
                           Zoning Adoption/Amendment  
                           Area Variance  
                           Use Variance  
                           Comprehensive Plan Adoption/Amendment  
                           Moratorium  
                           Other (please indicate) \_\_\_\_\_

**NYS General Municipal Law, Section 239-m states that projects must be referred to the County Planning Board if the property is within 500 feet of an existing or proposed: (check all that apply)**

NYS route # \_\_\_\_\_

County road # \_\_\_\_\_

NYS or County park/recreation area

NYS or County owned land

County right of way for a stream or drainage channel

Municipal boundary or

Farm operation located in an agricultural district.



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**PROJECT INFORMATION**

Applicant name & address:

Property owner name & address:

Tax parcel number: \_\_\_\_\_

Term used by the municipality to define the proposed use or project (i.e., small retail, outdoor recreation, etc.): \_\_\_\_\_

Sections of local code(s) that apply to this application: \_\_\_\_\_NA\_\_\_\_\_

Current zoning of property: NA\_\_\_\_\_ Existing land use of property: NA\_\_\_\_\_

Private Septic System \_\_\_ or public sewer \_\_\_ Private water source\_\_\_ or Public Water Source \_\_\_

Does this action require approval of the Allegany County Health Department? \_\_\_ No \_\_\_ YES

Has SEQR been completed on this project? [Please attach] \_\_\_ No \_\_\_ YES

**Description of project/Referring Boards Opinion:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Referral requirements:** A copy of all information required by the local zoning law shall be submitted with this referral letter. \_\_\_ **ENCLOSED**

It is generally recommended that the applicant and/or a member of the municipal board attend and present the project to the Allegany County Planning Board so as to minimize the likelihood of having to table the project due to questions.

The County Planning Board meets the third Wednesday of every month unless there is an official holiday and except January, July and August unless a review is required. The deadline for referrals is ten (10) days prior to the monthly meeting. If you have questions about the referral process or if a projects needs to be referred, please call County Planning Services at (585) 268-7472.

\*\*Provision of required information is the responsibility of the applicant and referring agency. Failure to provide such information may result in a significant delay in processing.

Send Referrals to:

**C/O Kier Dirlam – Planning Specialist  
Ron Stuck - Chairman  
Allegany County Planning Board  
Crossroads Commerce & Conference Center  
NYS Route 19  
Belmont, NY 14813  
585-268-7472  
585-268-7473 Fax**