

# GENERAL MUNICIPAL LAW 239 REFERRAL FORM

TIOGA COUNTY PLANNING BOARD  
(607) 687-8257



COUNTY OFFICE BUILDING  
56 MAIN STREET OWEGO, NY 13827

*This referral is made pursuant to the requirements of General Municipal Law, Article 12-B, Section 239-l and 239-m.*

**Referring Agency:** \_\_\_\_\_

- Legislative Board     Planning Board     Zoning Board of Appeals

**Local Case Number:** \_\_\_\_\_

**Jurisdiction:** Project is located within  
500 feet of the following:

- Municipality Boundary  
 State or County Road  
 State or County Facility  
 Agricultural District  
 County-owned Stream or Drainage  
 Not Applicable

**Type of Action:** Application is for:

- Site Plan Review  
 Special Use Permit  
 Area Variance  
 Use Variance  
 Rezoning  
 Adoption/Amendment of Zoning Law  
 Adoption/Update of Comprehensive Plan  
 Adoption/Amendment of Other Local Law  
 Other \_\_\_\_\_

**Applicant Information:**

Applicant Name \_\_\_\_\_ Company Name \_\_\_\_\_

Project Street Address: \_\_\_\_\_ Tax Map Number \_\_\_\_\_

**Brief Description of Proposed Action:**

**Zoning District:** \_\_\_\_\_

**Applicable Zoning Sections:** \_\_\_\_\_

**Hearing/Meetings Schedule:**

	BOARD	PUBLIC HEARING DATE	MEETING DATE
<input type="checkbox"/> Town Board / Board of Trustees	_____	_____	_____
<input type="checkbox"/> Planning Board	_____	_____	_____
<input type="checkbox"/> Zoning Board of Appeals	_____	_____	_____

**Supporting Documentation Included With This Referral:** (in electronic format)

- Municipal Application Form  
 Site Location Map  
 Project Narrative including number of employees, hours of operation and vehicle trips generated  
 Site Plan 11" x 17"  
 SEQR EAF (SEAF or FEAF) Part 1 Completed  
 Agricultural Data Statement Form  
 Text of New Zoning or Zoning Amendment  
 Text of new Local Law or Local Law Amendment  
 Comprehensive Plan

*The Tioga County Planning Board has 30 days from the date received to provide a recommendation. It is understood that if no action is taken on a referral within 30 days, the Referring Agency may proceed without recommendation of the Tioga County Planning Board, unless a verbal agreement is reached with all parties to extend the time period.*

**Referring Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_