

REFERRAL FORM

MONTGOMERY COUNTY PLANNING BOARD

Referral Number _____

assigned by the MCPB upon
acceptance of referral for review

This Referral must be received **SEVEN CALENDAR DAYS** prior to the MCPB meeting date in order for it to be placed on the agenda.

TO: Montgomery County Planning Board,
Old County Courthouse,
PO Box 1500, Fonda, New York 12068
Phone: 518-853-8334
Fax: 518-853-8336

FROM: Municipal Board: _____
Referring Officer: _____
Mail original resolution to: _____

1. **Applicant:** _____ 2. **Site Address:** _____

3. **Tax Map Number(s):** _____ 4. **Acres:** _____

5. **Is the site currently serviced by public water?** Yes No

6. **On-site waste water treatment is currently provided by:** Public Sewer or Septic System

7. **Current Zoning:** _____ 8. **Current Land Use:** _____

9. **Project Description:** _____

10. MCPB Jurisdiction:

Text Adoption or Amendment **Site is located within 500' of:** _____

- a municipal boundary.
- a State or County thruway/highway/roadway
- an existing or proposed State or County park/recreation area
- an existing or proposed County-owned stream or drainage channel
- a State or County-owned parcel on which a public building or institution is situated
- a farm operation within an Agricultural District (Incl. Ag data Statement) (does not apply to area variances)

11. **PUBLIC HEARING:** Date: _____ Time: _____ Location: _____

Referred Action(s)

If referring multiple, related actions, please identify the referring municipal board if different from above.

12. **Text Adoption or** **Amendment** **Referring Board:**
 Comprehensive Plan Local Law Zoning Ordinance Other _____

13. **Zone Change** **Referring Board:**
Proposed Zone District: _____ Number of Acres: _____

Purpose of the Zone Change: _____

14. **Site Plan** **Project Site Review** **Referring Board:**
Proposed Improvements: _____

Proposed Use: _____

Will the proposed project require a variance? Yes No Type: Area Use

Specify: _____

Is a State of County DOT work permit needed? If Yes : State or County No

Specify: _____

15. Special Permit

Referring Board:

Section of local zoning code that requires a special permit for this use: _____

Will the proposed project require a variance? Yes No Type: Area Use

16. Variance

Referring Board:

Area Use

Section(s) of local zoning code to which the variance is being sought: _____

Describe how the proposed project varies from the above code section: _____

SEQR Determination

Action:

Finding:

Type I

Positive Declaration – Draft EIS

Type II

Conditional Negative Declaration

Unlisted Action

Negative Declaration

Exempt

No Finding (Type II Only)

SEQR determination made by (Lead Agency): _____ **Date:** _____

REQUIRED MATERIAL

Send 3 copies of a “Full Statement of the Proposed Action” which includes:

All materials required by and submitted to the referring body as an application

- If submitting site plans, please submit only 1 large set of plans, and 12 11x17 packets.
- All material may be submitted digitally as well at <http://www.mcbdc.org/planning-services/montgomery-county-planning-board-referrals/>

This referral, as required by GML §239 1 and m, includes complete information, and supporting materials to assist the Montgomery County Planning Board (MCPB) in its review. Recommendations by MCPB shall be made to the Referring Body within thirty days of receipt of the Full Statement.

Name, Title & Phone Number of Person Completing this Form

Transmittal Date

This side to be completed by Montgomery County Planning.

REFERRAL FORM
MONTGOMERY COUNTY PLANNING BOARD

TO: _____

Receipt of 239-m referral is acknowledged on _____. Please be advised that the Montgomery County Planning Board has reviewed the proposal stated on the opposite side of this form on _____ and makes the following recommendation.

- Approves

- Approves (with Modification)

- Disapproves:

- No significant County-wide or inter-community input

- Not subject to Planning Board review

- Took no action

Section 239-m of the General Municipal Law requires that within thirty days after final action by the municipality is taken; a report of the final action shall be filed with the County Planning Board.

Date

Kenneth F. Rose, Director
Montgomery County Dept. of Economic
Development and Planning