

**JEFFERSON COUNTY PLANNING BOARD  
REFERRAL NOTICE**



**PART 1) MUNICIPAL INFORMATION**

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

Board referring project:

**Planning Board  
Village Board**

**ZBA  
Town Board**

**City Council**

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

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

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

(Referral certification MUST BE SIGNED on page 3)

**Date:** \_\_\_\_\_

**PART 2) REFERRAL TYPE AND PROXIMITY**

**Type of action(s):**  Check all that apply:

Site Plan

Area Variance

Special Permit

Use Variance

Zoning Map Amendment

Comprehensive Plan Update / Adoption

Zoning Law Amendment

Land Use Moratorium

**The referral is required because the property is located within 500 ft. of:**  Check all that apply.

NYS/US Route # \_\_\_\_\_

County Road # \_\_\_\_\_

Municipal Boundary

NYS / County Park / Recreation Area

NYS/County owned land

County R-O-W for a stream or drainage channel

Farm operation located in an Agricultural District

**Submission materials provided** (full statement of the action):  Check all that apply.

Local application form

Site Plan

Text of Amendment

Zoning Map changes

SEQR Short Form or Full EAF

Other materials submitted by applicant

**- All three pages must be completed and returned -**

**PART 3) PROJECT/ZONING INFORMATION**

**Applicant Name and Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Address or Location:** \_\_\_\_\_

**Tax Parcel Number(s):** \_\_\_\_\_

**Proposed use as defined in the Zoning Law:** \_\_\_\_\_  
\_\_\_\_\_

**Description of the project:** \_\_\_\_\_

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

**Zoning district the property is in:** \_\_\_\_\_

**Existing or current land use of the property:** \_\_\_\_\_

**PART 4 a) NEEDED INFORMATION FOR ZONING TEXT\MAP AMENDMENTS OR MORATORIUMS:**

**In addition to the zoning amendment or moratorium text:** (please provide) and  Check all that apply.

The public purpose or rationale for considering the amendment

The section in the local zoning law the amendment addresses

The zoning map or official map the amendment may be based on

**PART 4 b) NEEDED INFORMATION FOR VARIANCES, SITE PLAN REVIEWS OR SPECIAL PERMITS:**

**A site plan showing (ALL MUST BE PROVIDED):**

Scale (suggest 1 inch = 20 feet if site is less than 1 acre, or smaller scale for larger sites)

North Arrow      Location map

Physical characteristics of the site - existing and proposed

Layout plan showing buildings, parking, parking spaces, driveways, and pedestrian areas

Plans for either connecting to municipal water and sewer or septic and well locations

Surface and subsurface drainage plan, (incorporated within layout plan or on separate sheet)

Locations, dimensions, and detail of lighting, landscaping, and signs

Environmental features of the site (eg. creeks, streams, brush, wooded areas, wetlands)

***- The above site plan items are typically required by local zoning laws -***

**PART 5) REFERRAL CHECKLIST CERTIFICATION:**

**ALL actions require the following:**

Completed Jefferson County Planning Board Referral Notice (All parts of this form)

SEQR - completed Environmental Assessment Form or Environmental Impact Statement

Agricultural Data Statement - when applicable

Full statement as required by GML 239m and the local zoning law\ordinance - see pg. 4

**Municipal Official Certification:**

A copy of all information\* required by the zoning law of referring municipality is included.

OR

The following submission requirements from the local zoning law have been waived by official action of the referring board: \_\_\_\_\_

\_\_\_\_\_

As attested by: \_\_\_\_\_ (signature of appropriate municipal official)

**\* Incomplete information\plans may result in the delay of CPB review.**

The County Planning Board meets the last Tuesday of every month.

Referral deadlines are 12 days before each meeting.

**Send Referral to:**

David Prosser, Chair

Jefferson County Planning Board

239m Referral

175 Arsenal Street

Watertown NY 13601

If you have any questions about the referral process or whether a project should be referred, please call the County Planning Office at 785-3144.

What is a “Full Statement”?

According to NYS General Municipal Law Section 239-m, a “full statement” of the proposed action includes all materials required by and submitted to the local board as an application. This includes the completed environmental assessment form as well as all other materials required to make a determination of significance pursuant to the State Environmental Quality Review Act. When the proposed action is the adoption or amendment of a zoning ordinance or law, the “full statement of such proposed action” also includes the complete text of the proposed ordinance or local law as well as all existing provisions to be affected thereby, if any.

The local board has an obligation to the residents of their community to conduct a thorough and informed review of projects before them. In order to do this, the local board should, at a minimum, only accept project plans that are drawn to scale and show the complete site with all existing and proposed structures. The CPB can not assess potential county-wide or inter-municipal impacts of a referral unless the plans are an accurate depiction of the project site.