

**JEFFERSON COUNTY PLANNING BOARD**  
**REFERRAL NOTICE**



**PART 1) MUNICIPAL INFORMATION**

**Municipality referring project:**

Board referring project:

Planning Board       ZBA       City Council  
 Village Board       Town Board

Contact Name:

Address:

Phone #:

Email address:

(Referral certification MUST BE SIGNED on page 3)

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

**PART 2) REFERRAL TYPE AND PROXIMITY**

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

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Area Variance
<input type="checkbox"/> Special Permit	<input type="checkbox"/> Use Variance
<input type="checkbox"/> Zoning Map Amendment	<input type="checkbox"/> Comprehensive Plan Update / Adoption
<input type="checkbox"/> Zoning Law Amendment	<input type="checkbox"/> Land Use Moratorium

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

<input type="checkbox"/> NYS/US Route # _____	<input type="checkbox"/> County Road # _____
<input type="checkbox"/> Municipal Boundary	<input type="checkbox"/> NYS / County Park / Recreation Area
<input type="checkbox"/> NYS/County owned land	<input type="checkbox"/> County R-O-W for a stream or drainage channel
	<input type="checkbox"/> Farm operation located in an Agricultural District

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

<input type="checkbox"/> Local application form	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Text of Amendment	<input type="checkbox"/> Zoning Map changes
<input type="checkbox"/> SEQR Short Form or Full EAF	<input type="checkbox"/> Other materials submitted by applicant

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

### PART 3) PROJECT/ZONING INFORMATION

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

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**Applicant Email address:** \_\_\_\_\_

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

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

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**HOW IS PROPOSED USE DEFINED IN ZONING LAW:** \_\_\_\_\_

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

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**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:**

Jefferson County Planning and  
Community Development  
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.