



**Wyoming County Planning Board  
General Municipal Law §239-M Referral Form**

E-MAIL REFERRALS TO: [planning@wyomingcountyny.gov](mailto:planning@wyomingcountyny.gov) or mail to:  
Wyoming County Planning Department, 36 Center Street, Suite C, Warsaw, NY 14569

WCPB Website: <https://www.wyomingcountyny.gov/484/Wyoming-County-Planning-Board-WCPB>  
Phone: 585-786-5135

Wyoming County Use Only:

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

Referral #: \_\_\_\_\_

**Part 1: Municipal Information**

Referring Municipality:	Referring Agency:	
Referring Official:	Title:	
Referring Official Signature:	Address:	
Email:	Phone #:	Fax #:
Applicant Name:		
Email:	Phone #:	

**Part 2: Project Information**

Address of Property:	Acreage:	
Tax Parcel Number(s):	Current Zoning District:	
Brief Project Description ( <i>NOTE: a separate letter of intent is required</i> )	Previous/Future Meeting Information (REQUIRED)	
	Date	Reviewing Body

**Part 3: Referral Type and Proximity Trigger**

<b>Referral Type</b> (Check all that apply):	<b>Property located within 500 ft. of</b> (check all that apply):
Area Variance	Existing or Proposed County / State Parkway, Road or Highway, or County Owned Drainage Channel
Zoning Text Amendment	County Road: _____
Use Variance	NYS Road: _____
Zoning Map Amendment	Municipal Boundary
Special Use Permit	NYS / County Recreation Area
New Zoning Ordinance	NYS / County Owned Land with Public Building
Site Plan Review	Farm operation located in an Agricultural District (except for area variances)
Comprehensive Plan	
Local Law Amendment	
Subdivision Review	
Moratorium	
Other _____	

#### Part 4: Required Enclosures

The Wyoming County Planning Board requires adequate information upon which to make its decision. This referral form will not be accepted unless all of the following information as applicable is submitted (Please check that all items are included):

Completed Planning Board Referral Form

SEQR Environmental Assessment Form (EAF)

One set of plans sized at 8.5 x 11 or 11 x 17  
(showing distances to property lines)

For variances, a copy of the code from which the relief is being requested.

Agricultural Data Statement (if applicable)

**REQUIRED:** A letter of intent to provide the board with an explanation of the project

For zoning text amendments and local law amendments, copies of both the existing and proposed zoning / local law.

Copies of any local meeting minutes.

Any other documentation submitted to the municipality as part of the application process.

#### Part 5: Representative Contact Information

**It is highly recommended that a project representative attend the Wyoming County Planning Board meeting. Meeting information will be sent to the project representative via the email address provided in this section.**

Project Representative Contact Information:

Name:

Title:

Email:

Phone #:

#### DEADLINE

Referrals must be received by the close of business on the schedule posted on the Wyoming County Planning Board website:  
<https://www.wyomingcountyny.gov/484/Wyoming-County-Planning-Board-WCPB>

The meetings are held the first Monday of each month unless otherwise posted on the website.

E-Mail to: [planning@wyomingcountyny.gov](mailto:planning@wyomingcountyny.gov) or mail to the Wyoming County Planning Board at the address above.

LATE REFERRALS WILL BE REVIEWED BY THE WYOMING COUNTY PLANNING BOARD THE FOLLOWING MONTH.

For County Office Use Only

#### Recommendation from the Wyoming County Planning Board

Approval No significant countywide or inter-community impact	Tabled for further information/clarification
Approval with comments	Disapproval with comments

WCPB Meeting Date