



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

E-MAIL REFERRALS TO: 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 *(NOTE: a separate letter of intent is required)*

Previous/Future Meeting Information (REQUIRED)

Date	Reviewing Body

### Part 3: Referral Type and Proximity Trigger

#### Referral Type (Check all that apply):

Area Variance	Zoning Text Amendment
Use Variance	Zoning Map Amendment
Special Use Permit	New Zoning Ordinance
Site Plan Review	Comprehensive Plan
New Local Law	Local Law Amendment
Moratorium	Subdivision Review
Other _____	

#### Property located within 500 ft. of (check all that apply):

Existing or Proposed County / State Parkway, Road or Highway, or County Owned Drainage Channel

County Road: \_\_\_\_\_

NYS Road: \_\_\_\_\_

Municipal Boundary

NYS / County Recreation Area

NYS / County Owned Land with Public Building

Farm operation located in an Agricultural District (except for area variances)

#### **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

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

SEQR Environmental Assessment Form (EAF)

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

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

Copies of any local meeting minutes.

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

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

Agricultural Data Statement (if applicable)

#### **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