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:

- ☐ Site Plan
- ☐ Special Permit
- ☐ Zoning Map Amendment
- ☐ Zoning Law Amendment
- ☐ Area Variance
- ☐ Use Variance
- ☐ Comprehensive Plan Update / Adoption
- ☐ Land Use Moratorium

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

- ☐ NYS/US Route #_____
- ☐ Municipal Boundary
- ☐ NYS/County owned land
- ☐ County Road # ____
- ☐ NYS / County Park / Recreation Area
- ☐ 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
- ☐ Text of Amendment
- ☐ SEQR Short Form or Full EAF
- ☐ Site Plan
- ☐ Zoning Map changes
- ☐ Other materials submitted by applicant

- All three pages must be completed and returned -

Version Date: 12/29/2025

PART 3) PROJECT/ZONING INFORMATION

Applicant Name and Mailing Address: _____

_____

_____

_____

Applicant Email address: _____

Property Address or Location: _____

Tax Parcel Number(s): _____

HOW IS PROPOSED USE DEFINED IN 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

<u>Municipal Official Certification</u>:

☐ 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.**

Version Date: 12/29/2025

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.