



LEWIS COUNTY PLANNING BOARD  
LEWIS COUNTY COURT HOUSE  
7660 NORTH STATE STREET; LOWVILLE, NY 13367  
PHONE: (315) 376-5422 FAX: (315) 377-3137

## GENERAL MUNICIPAL REFERRAL FORM

*Required pursuant to General Municipal Law Article 12B, Sections 239-l and 239-m*

Date \_\_\_\_\_

1. Municipality (check appropriate box):

Town of \_\_\_\_\_

Village of \_\_\_\_\_

2. Referring body (check appropriate box):

Town/Village Board

Zoning Board of Appeals

Planning Board

3. Name, title and address of official to whom our recommendation is to be mailed:

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

4. Applicant's Name: \_\_\_\_\_

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

5. Local project identification number (if applicable): \_\_\_\_\_

6. Type of Referral (check each appropriate line):

\_\_\_\_\_ Area Variance

\_\_\_\_\_ Use Variance

\_\_\_\_\_ Special Permit

\_\_\_\_\_ Site Plan Review

\_\_\_\_\_ Zoning Text Amendment(s)

\_\_\_\_\_ Zoning Map Amendment

\_\_\_\_\_ Other (specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Location of real property pertaining to referral (**fill out completely**):

A. Frontage Road Name: \_\_\_\_\_

B. Nearest Intersecting Road:

Name: \_\_\_\_\_ Direction: \_\_\_\_\_ Distance: \_\_\_\_\_

C. Tax Map Parcel: Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

D. Dimensions/Area of Property: \_\_\_\_\_

\_\_\_\_\_

E. Existing Zoning District: \_\_\_\_\_

\_\_\_\_\_

8. Brief written summary of proposed action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Enclosures: **(please check all that apply)**

\_\_\_\_\_ \* Sketch of proposal drawn to **scale** depicting existing and proposed buildings, proposed entrance/exit, internal traffic circulation pattern, designated parking areas, and north arrow.

\_\_\_\_\_ \* Location map(s), example: (topographic map, real property tax map)

\_\_\_\_\_ \* SEQR Environmental Assessment Form (EAF)

\_\_\_\_\_ Existing Area Zoning

\_\_\_\_\_ Agricultural Data Statement

\_\_\_\_\_ Copies of textual amendments

\_\_\_\_\_ Other (specify): \_\_\_\_\_

\* **Mandatory for all referrals**

10. Other involved agencies (i.e., other agencies having permitting authority) – **(Please check all that apply)**

\_\_\_\_\_ NYS Department of Environmental Conservation

\_\_\_\_\_ NYS Department of Health

\_\_\_\_\_ NYS Department of Transportation

\_\_\_\_\_ Lewis County Soil and Water Conservation District

\_\_\_\_\_ Adirondack Park Agency

\_\_\_\_\_ Other(s): \_\_\_\_\_

11. Is this parcel located in an Agricultural District? \_\_\_\_\_ (yes or no)

If yes, then an Agricultural Data Statement needs to be completed and submitted with all applications for a Special Use Permit, Site Plan Approval or Use Variance Approval for projects occurring on property within an Agricultural District containing a farm operation, or on property with boundaries within 250 feet of a farm operation located in an Agricultural District. Please complete and submit the attached Agricultural Data Statement, if applicable.

Name of Local official completing this form: \_\_\_\_\_

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Send completed form and enclosures *(no later than 12 days before the next County Planning Board meeting – 3<sup>rd</sup> Thursday of each month)* to:

**LEWIS COUNTY PLANNING BOARD**  
c/o LEWIS COUNTY PLANNING DEPARTMENT  
7660 NORTH STATE STREET; COURT HOUSE  
LOWVILLE, NY 13367

**OFFICE USE ONLY:**

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

Reviewed By: \_\_\_\_\_

# AGRICULTURAL DATA STATEMENT

This statement is to be submitted with all applications required for a Special Use Permit, Site Plan Approval or Use Variance Approval for projects occurring on property within an Agricultural District containing a farm operation, or on property with boundaries within 250 feet of a farm operation located in an Agricultural District. (Ref. Town Law 283-a)

1. Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

2. Description of proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List names and addresses of farming operations \* within 250 feet of the proposed project:  
(attach additional sheet if necessary)

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

4. Written description of exact location of proposed project: Please attach a tax map or clearly drawn map showing proposed project relative to all farming operations identified in the Data Statement:

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

\* Farming operations, as defined by NYS Agriculture and Markets Law, Article 25-AA, means the land used in agricultural production, farm buildings, equipment, and farm residential buildings.