



**General Municipal Law §239-M Referral Form**  
**Washington County Planning Agency**

**Municipality:** \_\_\_\_\_

**Project description:**

Applicant Name: \_\_\_\_\_

Address of the proposed action: \_\_\_\_\_

Nearest major intersection: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Existing land use or conditions: \_\_\_\_\_

Proposed changes: \_\_\_\_\_

**Referring body:**

- Planning Board
- Zoning Board of Appeals
- Town or Village Board

**Proposed action:**

- Adoption or amendment of a zoning ordinance or local law  
Adoption or amendment of a comprehensive plan [7-722 Town Law; 7-722 Village Law]
- Approval of a site plan
- Granting of a use variance
- Granting area variance
- Granting of a special use permit
- Other authorizations that a referring body may issue under the provisions of any zoning ordinance or local law. Please Specify: \_\_\_\_\_

**Location is within 500 feet of the following:**

- Municipal Boundary
- Right-of-Way of County/State Expressway, Highway or Road
- Boundary of County/State-owned Land Containing a Public Building/Institution/State Park/Recreation Area
- Boundary of a Farm Operation Located in an Agricultural District
- Existing/Proposed right-of-way of any county owned stream/drainage channel/established channel lines

**A "Full Statement of such Proposed Action" [239-m (1)(c)] Includes the Following:**

- Signed Environmental Assessment Form (EAF) and all other materials used by the referring body to make a determination of significance pursuant to the State Environmental Quality Review Act (SEQRA).
  - If Type II Action, please note the number of the action as listed under 6NYCRR Part 617.5 (c)

Copy of the full text of ordinance or local law being proposed or amended (if applicable)

- Copy of application submitted to referring body
  - Provide details of any requirements of the municipalities codes or regulations that were waived

Maps & Plans: Provide four (4) copies of maps and plans if larger than 11"x17"

Aerial photograph(s) showing the context of the site location

One (1) printed copy of the full statement with the stated inclusions

**OR** an electronic version of the completed full statement: please provide thumb drive or e-mail to the Washington County Planning Department. Email [plandi@washingtoncountyny.gov](mailto:plandi@washingtoncountyny.gov)

Copy of the requirements of the Municipal Code or Regulations pertaining to or waived for the referred project

Agricultural Data Form - This form must be completed for applications requiring municipal review for Special Use Permit, Site Plan Approval, or Use Variance proposed to occur on property within 500 feet (500') of a farm operation located in an Agricultural District (Section 283-a of Town Law or 7-739 of Village Law).

**GML §239-M Referral Form**  
**Washington County Planning Agency**  
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**Contact Information:**

Person responsible for submitting referral: \_\_\_\_\_  
Title or position: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Please sign and date the receipt below:**

I \_\_\_\_\_, certify that the statement of the proposed action being submitted for referral to the Washington County Planning Agency on (date) \_\_\_\_\_ is complete to the best of my knowledge and in accordance with the municipality's land use ordinances and laws.

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**Space below provided for Planning Department use:**

**Date received in office:** \_\_\_\_\_

**Deadline Date:** \_\_\_\_\_

|   |
|---|
| <p><b>Complete Full Statement Received</b><br/><i>Stamp --- or --- Electronic Signature</i></p> |
|---|

**Materials List for A "Full Statement of such Proposed Action" :**

- Signed County GML 239 Referral Form
- Signed Environmental Assessment Forms (EAF)
- Copy of the text of ordinance or local law being proposed or amended
- Copy of the application submitted to the referring body
- Maps & Plans (Provide four (4) copies of documents if larger than 11"x17")
  - Aerial photograph(s) showing the context of the site location
  - One (1) printed copy of the full statement with the stated inclusions
  - OR** an electronic copy of the full statement
  - Copy of the requirements of the Municipal Code or Regulations pertaining to or waived for the referred project

Agricultural Data Form - This form must be completed for applications requiring municipal review for Special Use Permit, Site Plan Approval, or Use Variance proposed to occur on property within 500 feet (500') of a farm operation located in an Agricultural District (Section 283-a of Town Law or 7-739 of Village Law).

Other