



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

## 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 e-mail address of the official(s) to whom our recommendation is to be sent:

4. Applicant's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

6. Type of Referral (check each appropriate line):
- |                                |                               |
|--------------------------------|-------------------------------|
| _____ Area Variance            | _____ Zoning Map Amendment(s) |
| _____ Use Variance             | _____ Other (specify)         |
| _____ Special Use Permit       |                               |
| _____ Site Plan Review         |                               |
| _____ Zoning Text Amendment(s) |                               |

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 the 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 amendment(s) / map amendment(s)
- 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
- Others:

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: \_\_\_\_\_

E-mail 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 & COMMUNITY DEVELOPMENT DEPARTMENT  
7660 NORTH STATE STREET; COURT HOUSE  
LOWVILLE, NY 13367

## 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 the 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 the exact location the of proposed project: Please attach a tax map or clearly drawn map showing the 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.