

ST. LAWRENCE COUNTY PLANNING BOARD

Referral Information Sheet

Effective March 1, 2014

Date _____ Municipal Board Making Referral _____
Referring Official _____
Title _____
Phone Number _____ Fax Number _____

APPLICANT INFORMATION

Name _____
Mailing Address _____

Phone _____

APPLYING FOR (check all that apply)

<input type="checkbox"/>	Area Variance
<input type="checkbox"/>	Code Amendment
<input type="checkbox"/>	Rezoning
<input type="checkbox"/>	Sign Permit
<input type="checkbox"/>	Site Plan Approval
<input type="checkbox"/>	Special Use Permit
<input type="checkbox"/>	Subdivision
<input type="checkbox"/>	Use Variance
<input type="checkbox"/>	Zoning Map Change
<input type="checkbox"/>	Other Specify: _____

PROPERTY INFORMATION

Owner _____
Street Address _____
Tax Map Parcel Id _____
Zoning District _____
Local Code Section _____

If owner is not applicant, is applicant authorized to apply? ___ Yes ___ No

REQUIRED ENCLOSURES

The St. Lawrence County Planning Board requires adequate information upon which to make its decision. The referral form will not be accepted unless the following information is submitted:

- Adequate written description of proposal;
- Sketch Plan, Survey, Plats or Site Plans of the property affected and any additional requirements specified in the municipality's local land use regulations;
- SEQR Environmental Assessment Form (EAF), if applicable;
- Agricultural Data Statement, if applicable;
- Referral Fee: check made payable to the St. Lawrence County Planning Office (see fee schedule on reverse).