

# 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).