

REFERRAL COVER SHEET

OTSEGO COUNTY PLANNING BOARD
COUNTY OFFICE BUILDING
197 MAIN STREET • COOPERSTOWN, NY 13326
(607) 547-4225 • (607) 547-4285 (fax)

This referral is made pursuant to the requirements of General Municipal Law, Article 12-B, Section 239-l, 239-m, or 239-n. Please be aware that your municipality may have an agreement in place that exempts certain projects from needing to be referred to the County Planning Board.

Date of this Transmittal:

Referring Agency: Town / Village / City of:

Legislative Board Planning Board Zoning Board of Appeals

Project Name / Number:

Type of Application: adoption or amendment of comprehensive plan; adoption or amendment of zoning ordinance or local law; issuance of special permit; approval of site plan; granting use variance; granting area variance; application for subdivision plat approval; other (special extension, etc.)

Date(s) of Upcoming Local Government Review:

Enclosures: (Appl. to Municipality, maps and all supporting documents; must include Part 1 of SEQR EAF)

1. Brief Description of Proposal:

2. This referral is made because the affected property is located within 500 feet of:

- a. Municipal boundary
- b. State or county recreation area
- c. State or county highway right-of-way
- d. County-owned stream or drainage channel
- e. Boundary of a parcel of land upon which are municipal building(s) or institution(s)
- f. Boundary of farm operation located in agricultural district (not needed for area variance)

It is understood that if no action is taken by the Otsego County Planning Board on the proposal described herein within 30 days of receipt of this referral, the Referring Agency may proceed without the recommendation of the Board. (The Date of Receipt is the date of the CPB meeting which follows receipt of the referral at least 10 calendar days prior to the meeting. The CPB normally meets the first Thursday each month at 6:00 pm.)

Signature of Local Official: _____ Title: _____

cc: Municipalities of:

(Referral is forwarded to neighboring municipalities as a courtesy)