

**SARATOGA COUNTY PLANNING BOARD**  
**PLANNING AND ZONING ACTION REFERRAL FORM**

This form constitutes an official referral to the Saratoga County Planning Board under GML §239-1, -m, and -n (see page 2). Please note that failure to provide complete information may delay the County Planning Board's ability to render a decision.

**Municipality:**  City  Town  Village of \_\_\_\_\_

Referring Agency:  Legislative Board  Planning Board  Zoning Board of Appeals

**Project Name:** \_\_\_\_\_ **Project Address:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Property Owner Name: \_\_\_\_\_

Parcel Size: \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_ Current Zoning District: \_\_\_\_\_

Primary Road Frontage: \_\_\_\_\_ Length \_\_\_\_\_

**Project Description:** (attach additional pages if necessary)

**Type of Action**

- Area Variance  Area Variance (Sign)  Use Variance  Site Plan Review  
 Subdivision Review  Special Use Permit  Adoption/Amendment of Comprehensive Plan  
 Adoption/Amendment of Zoning Ordinance or Local Law ( Text OR  Map)  Moratorium  PDD  
 Other authorization under provision of zoning ordinance or local law (please specify) \_\_\_\_\_

**Jurisdictional Determinant**

Project is located in  Ag. District 1 or  Ag. District 2 (please attach [Ag Data Statement and Control Form](#)) **OR**

Location of project boundary is **within 500 feet** of the existing or proposed facilities:

- Municipal boundary shared with: \_\_\_\_\_  
 State, County, or Interstate Road \_\_\_\_\_  
 State or County Park / Recreational Facility \_\_\_\_\_  
 State or County Property / Facility \_\_\_\_\_  
 Farm operation in a designated Ag. District (please attach [Ag Data Statement and Control Form](#))

**State Environmental Quality Review (SEQR) Review required?**  Not yet determined  No  Yes (submit EAF)

Other Involved agencies (with permitting authority):  SCDPW  NYSDOT  NYSDOH  NYSDEC  
 Adirondack Park Agency  Other (please specify) \_\_\_\_\_

**Has Lead Agency been designated?**  No  Yes If yes, Lead Agency \_\_\_\_\_

**Status of Local Approval:** Preliminary Approval Issued:  No  Yes, Date \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_ Date Referring Agency proposes to act on application: \_\_\_\_\_


**Check off all required supporting documents that are attached to this referral** (see page 2 for requirements):

- Municipal Application  Project Narrative  Site Plan / Map  Subdivision Plat  Municipal/Advisory Review  
 Environmental Assessment Form  Text of Proposed Legislation  Ag Data Statement  Other \_\_\_\_\_

**Submitted by Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Department or Agency: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature:  Date: \_\_\_\_\_

**SUBMIT COMPLETED FORM AND SUPPORTING DOCUMENTATION TO [SCPBreferrals@saratogacountyny.gov](mailto:SCPBreferrals@saratogacountyny.gov) OR MAIL TO:** Saratoga County Planning Board, 50 W. High St, Ballston Spa, NY 12020. For more information, call 518-884-4705.

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As required by the New York State General Municipal Law, Section 239-1, -m and -n, applications are subject to the referral requirements if it applies to real property within **five hundred feet** of the following:

- (i) the boundary of any city, village or town; or
- (ii) the boundary of any existing or proposed county or state park or any other recreation area; or
- (iii) the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway; or
- (iv) the existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines; or
- (v) the existing or proposed boundary of any county or state owned land on which a public building or institution is situated; or
- (vi) the boundary of a farm operation located in an agricultural district, as defined by article twenty-five-AA of the agriculture and markets law, except this subparagraph shall not apply to the granting of area variances.

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**The following documents are required with each submission:**

- Municipal Application Form
- Project Narrative
- Environmental Assessment Form
- Municipal/Advisory Review documents (include any prior Referral response letters)
- Map/Plan, as appropriate

**The following documents may be required depending on the type of referral:**

- If the **project is in Ag District 1 or 2**, or the project is **within 500'** of a farm operation in an Ag District, an Ag Data Statement and Control Form is required.
- If the **referral is for a variance, special permit, subdivision or site plan review**, the submitted map/site plan should include the following if applicable:
  - a) location, setback, height and use of all existing and/or proposed buildings on subject and adjacent lot or parcel
  - b) adjacent land uses and current zoning designation
  - c) location of existing and proposed streets, driveways and off-street parking facilities
  - d) location and type of water supply and sewage disposal
  - e) existing and proposed contours as per preliminary submission
  - f) drainage-ways
  - g) location of existing watercourses, wetlands, and floodplains
  - h) location, size and construction materials of all proposed signage
  - i) location, size and construction materials of all outdoor storage
- If **referral is for an amendment to the zoning map or comprehensive plan map**, enclose a map of the area proposed to be rezoned.
- If **referral is for amendment to the zoning ordinance or comprehensive plan**, including PDDs, enclose the text of the proposed changes (with additions and deletions denoted).
- A copy of any report or recommendation to the legislative body from the municipal planning board should be provided along with any initial statement of intent and purpose.

***PLEASE NOTE THAT INCOMPLETE REFERRALS WILL NOT BE ACCEPTED FOR REVIEW.***