



(Office Use Only)
 Date Received:

239 REVIEW SUBMISSION FORM

Project Name: _____ Date Submitted: _____

Municipality: _____ Zoning District (if applicable): _____

Pursuant to §239-L, M, and N of General Municipal Law, enclosed for your review and recommendation is the application for (check all applicable):

- | | |
|----------------------------------------------|--------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Site Plan Review | <input type="checkbox"/> Rezoning (Map Adoption or Amendment) |
| <input type="checkbox"/> Area Variance | <input type="checkbox"/> Zoning Text Change (Ordinance or Local Law Adoption or Amendment) |
| <input type="checkbox"/> Use Variance | <input type="checkbox"/> Comprehensive Plan Adoption or Amendment |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Subdivision Review |
| <input type="checkbox"/> Planned Development | <input type="checkbox"/> Other _____ |

The application qualifies for review because the project tax map parcel is located within 500 feet of the following (check all applicable):

- | | |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Municipal Boundary* | <input type="checkbox"/> State/County Park or Other Recreational Area |
| <input type="checkbox"/> State/County Road | <input type="checkbox"/> State/County Drainage-way/Watercourse |
| <input type="checkbox"/> Farm Operation Located in Agricultural District | <input type="checkbox"/> State/County-owned land on which a public building or institution is located |

Project Sponsor/Applicant: _____

Project Sponsor/Applicant Mailing Address: _____

Location of Project Property: _____

Tax Map Number(s): _____

Description of Proposed Action: _____

Other Pertinent Information: _____

The following public hearings and/or meetings are scheduled by the following board(s) (check all applicable):

	Public Hearing Date/Time	Meeting Date/Time
<input type="checkbox"/> City/Town/Village Board		
<input type="checkbox"/> Zoning Board of Appeals		
<input type="checkbox"/> Planning Board		
<input type="checkbox"/> Other		

*Pursuant to General Municipal Law §239-nn, the legislative body or reviewing board of a municipality shall give notice of a public hearing for a proposed Special Use Permit, Use Variance, Site Plan Review, or Subdivision Review to the Clerk of an adjacent municipality at least 10 days prior to the public hearing when the subject property is located within 500 feet of an adjacent municipality:

Notice has been given to the Clerk of the _____ on _____.
(Municipality) (Date)

Application submitted by: _____
(Signature) (Title)

Note: In order for the 239 Review Committee to evaluate your submission to the fullest, make sure to include a site plan or at least a sketch showing important aspects, relevant dimensions, and other important information about the project that will help the Committee in their evaluation. The Site Plan should include: north arrow, scale designation, tax map number, location and description of site features such as water features, drainage, wetlands, septic systems (new and proposed), water wells (new and proposed), drives, roads, parking, structures (new and proposed), floodplain information and other manmade objects. Topographic data is required for commercial/industrial projects.

- Attach additional sheets if necessary.
- Submissions can be sent the following methods:
 1. Mail: Chenango County Department of Planning and Development, 5 Court Street, Norwich, NY 13815
 2. Fax: 607-336-6551
 3. E-mail: planning@co.chenango.ny.us