



PART 1 – PLANNING/ZONING COORDINATION REFERRAL CATTARAUGUS COUNTY PLANNING DEPARTMENT

Municipality must complete this page for each referral being made.

Send to: Cattaraugus County Economic Development, Planning & Tourism, 303 Court Street, Little Valley, New York 14755

FROM: _____ (Referral Officer, Title)	TELEPHONE: "" _aaa _____
_____	FAX: "" _aaa _____
_____	City _____ Legislative Body _____
_____	Town _____ Planning Board _____
_____	Village _____ Board of Appeals _____

TYPE OF REFERRAL: (Please check appropriate box)

Zoning Map Amendment	Special Use Permit	Site Plan Review	Comprehensive Plan
Zoning Text Amendment	Variance (area/use)	Moratorium	Other _____

REQUIRED INFORMATION ON ZONING REFERRALS ONLY:

- This planning/zoning case is forwarded to your office for review in compliance with Sections 239-l and 239-m of Article 12-B of the General Municipal Law, New York State. The proposed change concerns: *(briefly describe)*
"
- Affected property is located at: _____
Tax Map Parcel Number: _____ Zoning District: _____
- State Environmental Review (SEQR) Status: Type I Unlisted Action Type II
Determination of Significance: Positive Declaration Negative Declaration Not issued
- Public Hearing: Date: _____ Time: _____
Location: _____
- This material is sent to you for review and recommendation because the property affected is located within 500 feet of the:
☐ Municipal boundary ☐ City ☐ Village ☐ Town
☐ County or state right-of-way of a parkway, thruway, expressway or other highway
☐ County or state park or other recreation area
☐ Boundary of state or county-owned land used for public building or institution
☐ Right-of-way of stream or drainage channel
☐ Boundary of a farm operation located in an Agricultural District
- Enclosures: ☐ Legal Notice ☐ Map ☐ Text ☐ Minutes ☐ Ag Data Statement ☐ SEQR ☐ Other

IDENTIFICATION NO:

Signature of Referring Officer

Date



PART 2 – ACTION TAKEN/OFFICE USE ONLY

Your referral has received the following disposition from the Cattaraugus County Planning Board:

DATE ON REFERRAL NOTICE: aaaaaaaaaaaaaaaaaaaaaa

FATE RECEIVED: _____

REQUEST RECEIVED BY: _____

TO:

Regarding proposed planning/zoning action identified as:

Please be advised that the Cattaraugus County Planning Board:

- ☐ Finds the referred matter not subject to review under Sections 239-l and 239-m.
- ☐ Finds that the referred matter is consistent inconsistent with the Planning & Design Guidebooks that were adopted by the Cattaraugus County Legislature on May 26, 2004. Comments:
- ☐ Took the following action at its _____ meeting.
- ☐ Has reviewed the referred matter and motioned:
- ☐ Approval ☐ Modifications ☐ Disapproval
- ☐ No significant countywide or inter-community impact
- ☐ Suggests:
- ☐ Advisory:

Please send notification of final action of this case to the Cattaraugus County Planning Board. If there is disagreement with Planning Board recommendations, please include a copy of the Resolution adopted (*if any*).

IDENTIFICATION NUMBER:

aa
Planning Official or Director Signature

Date



PART 3 – LOCAL NOTICE OF FINAL ACTION ON ZONING REFERRAL ONLY

Municipality must complete this page for each zoning referral that has been acted on by the
Cattaraugus County Planning Board.

Send to: Cattaraugus County Economic Development, Planning & Tourism, 303 Court Street, Little Valley, NY 14755

LOCAL ACTION ON ZONING REFERRALS

**Pursuant to Section 239 (m) (6) of General Municipal Law. As mandated by State Law, this form
must be completed and filed within 30 days after Final Action has been taken by the local agency.**

Date: _____

Municipality: _____

Regarding action identified as: _____

Agreement with County Planning Board Recommendations

Overruled County Planning Board Recommendations

Copy of Resolution attached: yes no

If not, substance of resolution listed below:

Date

Signature of Referring Officer

FROM: _____ **TELEPHONE:** aaaaaa _____
(Referral Office)

(Department, Municipality, Firm, etc.) **FAX:** aaaaaa _____

(Address)

Article 12B, Section 239 (1) and (m) of the General Municipal Law requires the County Planning Board to review all zoning matters as specified by that resolution. It also provides that a recommendation of the County Planning Board may be overruled by the local referring agency. The local referring agency must pass a resolution expressing the reason for such action by a majority plus one vote of its membership. Article 12B requires that the local municipal agency file a report of its final action informing the County Planning Board of which action the local agency took.