



Boehlert Center
at UNION STATION

Boehlert Center at Union Station • 321 Main St • Utica, NY 13501 • Tel: (315) 798-5710 • Fax: (315) 798-5852

ZONING and SUBDIVISION REFERRAL FORM

For HOCCPP Use Only
_____ Referral Number
_____ Date Received

INSTRUCTIONS

Pursuant to Section 239 - l, - m, and - n of New York State General Municipal Law, if a municipality has adopted zoning or subdivision regulations, any such non-ministerial zoning or subdivision action must be referred to this department for review, if such actions involve real property lying within **500 feet** of the following. (Check all that apply.)

- A municipal boundary;
- The right of way of an existing county or state road;
- The boundary of a county or state park or other recreation area;
- The boundary of any county or state owned property on which a public building or institution is located; or
- The boundary of a farm operation located within an Agricultural District, as defined by Article 25-AA of the Agricultural & Markets Law (excluding area variances)

To submit a project for review, one copy of this form must be completely filled out by the referring body and the appropriate enclosures attached. **Any incomplete information may result in the delay of our review and a postponement of the project completion.**

1. Municipality (check appropriate box and fill in name):

City of _____ Town of _____ Village of _____

2. Referring body (check appropriate box):

Legislative body Zoning Board of Appeals Planning Board

3. Applicant: Name: _____

Address: _____

Phone: _____

4. Local project identification number (if applicable) _____

5. Location of real property (Please fill out completely):

A. Frontage Road Name _____

B. Nearest Intersecting Road:

Name _____ Direction _____ Distance _____

C. Tax Map Parcel: Map _____ Block _____ Lot _____

D. Dimensions/Area of Property _____

E. Existing Zoning District _____

6. Brief written summary of proposed action:

