



## Onondaga County Planning Board

### Instructions for Completing the GML 239 Referral Notice for the Onondaga County Planning Board

*For questions about these instructions or completing the GML 239 Referral Notice, please call 435-2611.*

**Referring Municipality, Board, and Contact:** Please enter the name of the municipal board referring the proposed action, the name of the best person to contact regarding the referral, and the email/phone number for that contact person.

**Type of Referral:** Please check GML §239 Referral unless you are requesting an Informal Review or, for the City of Syracuse, referring a proposed action under the Three-Mile Review, pursuant to the Laws of New York State, Chapter 544, of the Laws of 1922.

1. Please enter the name(s) of the person(s), agency, or organization of the project applicant for the referred action.
2. Please enter the address of the site to which the referred action applies.
3. Please enter the Tax ID #(s) from the Onondaga County Tax Map records for each parcel comprising the site.
4. Please enter the acreage of the entire site, not just the affected acreage.
5. Please indicate the current zoning district(s) governing the site as established in the municipal zoning code.
6. Please indicate all the current land uses on the site.
7. Please provide a detailed description of the referred action.

**For items 8a through 9b,** please indicate the existing AND the proposed water and wastewater service for the site and the provider, if known (OCWA, village or town water, WEP, village or town sewers, private). If the project includes multiple structures and/or lots, please provide as much detail as possible about the services requested.

For example, if a subdivision is proposed where Lot 1 has an existing house with existing public services, and Lot 2 is vacant but proposing a new house, you would check the “Municipal” box for existing water and wastewater service (8a and 9a), the “New or Additional Connection” box for proposed water and wastewater service (8b and 9b), and then write a note, “Existing house on proposed Lot 1 – existing public water and sewer connections, Future house on proposed Lot 2 – new public water and sewer connections proposed.”

**10.** Please check the appropriate box to identify OCPB jurisdiction. Check “Text Adoption/Amendment” if the referred action pertains to a comprehensive plan, local law, zoning ordinance, subdivision regulation, or other text document that is not site-specific. Check “Site is located within 500 feet of” if the referred action is a site plan, special permit, subdivision, variance, site-specific zone change, or other authorization requiring board approval and the site falls within 500 feet of any one or more of the facilities, boundaries, structures, or roadways listed. Please also identify the facility, boundary, structure, or roadway by name and check as many categories as are applicable. Be sure to include an Agricultural Data Statement if the site is within 500 feet of a farm operation in an agricultural district.

**For items 11 through 18,** complete only the sections corresponding to the referred action(s). If you are referring multiple actions related to the same site or project, please specify the referring municipal board if it is different from the municipal board indicated at the top of the form, and be sure to include all the necessary attachments for each action.

**11.** If the referred action is a legislative document, please check the appropriate box to indicate whether it is a text adoption of a new document or a text amendment to an existing document. Document types include comprehensive plans, local laws, zoning ordinances, and subdivision regulations. Then provide a thorough explanation of the proposed additions or changes and attach the appropriate documentation. For new documents, the full text should be included. For changes to existing documents, please include either a document which shows/tracks the edits OR include both the existing and proposed text.

**12.** Please check this box if you are referring a proposed zone change and identify the proposed zoning district per municipal zoning code, the number of acres subject to the proposed zone change, and the purpose of the proposed zone change. If the zone change is associated with a project not yet being referred, please describe the project and include any available information or preliminary plans.

**13.** Please check this box if you are referring a proposed site plan. Please indicate the proposed use of the site and summarize any proposed improvements including new construction or modification to the existing exterior site conditions.

**14.** Please check this box if you are referring a special permit and identify by paragraph the specific section of the local zoning code that requires the special permit. Describe the purpose of the permit and why it is required.

For example, if the proposal is for a restaurant with a drive-thru, and a drive-thru is only allowed by special permit in the established zoning district, then you could write, “Allow a drive-thru, which is a special permit use in this zoning district.”

**15.** Please check this box if you are referring a proposed subdivision and indicate whether the referral is preliminary or final. Provide the name of the subdivision and the proposed number of lots by type (number of residential lots and/or commercial lots). Next, check the appropriate box to indicate whether or not the proposed subdivision is a cluster subdivision pursuant to §278 of the New York State Town Law.

**16.** Please check this box if you are referring a proposed use variance. Identify by paragraph the specific section of the local zoning code to which the variance is being sought. Describe how the proposed project varies from the cited code section.

For example, if the proposal is to establish a gas station in a single-family residential zoning district, then you could write, “Allow a gas station in a single-family residential zoning district, which is a prohibited use.”

**17.** Please check this box if you are referring a proposed area variance. Identify by paragraph the specific section of the local zoning code to which the variance is being sought. Describe how the proposed project varies from the cited code section.

For example, if the proposal is for a building which would have a 15-foot side yard setback and the municipal zoning code requires a minimum of 25 feet, then you could write, “A 15-foot side yard setback is proposed where the minimum required side yard setback is 25 feet.”

**18.** Please check this box for any other authorizations not already listed but which may still be referable actions under the provisions of municipal zoning ordinances or local laws. Indicate the referable action (for example, the City of Syracuse may include actions like Certificates of Suitability in this section) and provide any further details which may be required to explain the project or referral reasoning.

**SEQR Information:** Please check the appropriate box to indicate whether the proposed project is a Type I, Type II, or an Unlisted Action. In order for a referral to be complete, it must include an Environmental Assessment Form (EAF), except in the case of Type II actions which do not require an EAF. To determine whether or not an EAF is applicable and/or which version of the EAF is required (long or short form), the municipality must determine the type of action for the proposed project. Therefore, the referring municipality must indicate the SEQR action in order for the referral to be complete.

For Type I and Unlisted Actions, Part 1 of the EAF must be filled out by the applicant or a representative of the applicant. If a Lead Agency has been assigned to review the project, indicate the name of the agency and the date it was assigned. A determination of significance is not required prior to referral. However, if the Lead Agency has made a determination, Parts 2 and 3 of the EAF must be filled out by the Lead Agency. All materials required by the Lead Agency to make a findings determination, AND any materials regarding the findings determination (if applicable), must be included in order for the referral to be complete.

**Attachments:** Please indicate any attachments accompanying the referral, and be sure to include everything required for a complete submission per GML, such as: local application forms, text documents, plans and/or surveys, SEQR information, and Agricultural Data Statements. Any additional background or materials to assist the OCPB in its review of the referral is appreciated and encouraged.

Finally, provide the name, title, phone number, and email address of the person completing this form and the date the referral was sent to the Syracuse-Onondaga County Planning Agency.