



SYRACUSE-ONONDAGA COUNTY PLANNING AGENCY

1100 Civic Center, 421 Montgomery Street, Syracuse, NY 13202 (315) 435-2611, Fax (315) 435-2439
E-mail Address: countyplanning@ongov.net

Matthew J. Driscoll
Mayor

Don M. Jordan, Jr.
Director

Joanne M. Mahoney
County Executive

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.

From: Please enter the name of the municipal board referring the proposed action and enter the name and address to which you want the original resolution sent.

Re: Please check GML § 239 Referral unless you are referring a proposed action for 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 submitting the application for the referred action.
2. Please enter the Tax Map # from the Onondaga County Tax Map records for each parcel comprising the site.
3. Please enter the address of the site to which the referred action applies.
4. Please enter the acreage of the entire site, not just the affected acreage.
5. Please check YES or NO to indicate whether or not the site is within the Onondaga County sanitary district.
6. Please check YES or NO to indicate whether or not the site is currently serviced by public water.
7. Please check the appropriate box to indicate the current source of on-site waste water treatment.
8. Please indicate the current zoning district(s) governing the site as established in the municipal zoning code.
9. Please indicate the current permitted land use on the site as established by the zoning district.
10. Please provide a concise description of the referred action as you would like presented to the Onondaga County Planning Board.

11. Please check the appropriate box to identify OCPB jurisdiction. Check “Text Adoption or Amendment” if the referred action is a comprehensive plan, a local law, a zoning ordinance, or other text document. Check “Site is located within 500’ of” if the referred action is a zone change, site plan, special permit, subdivision, or variance requiring board approval and the site falls within 500 feet of any one or more of the facilities, boundaries, structures, or roadways listed. Also, please identify the facility, boundary, structure, or roadway by name and check all categories as applicable.

For items 12 through 17, 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 in the “From” section at the top of the form. Unless otherwise noted, all resolutions resulting from the OCPB review of the referred action(s) will be sent to the municipal board listed at the top of the form.

12. If the referred action is a legislative document, please check the appropriate block to indicate whether it is a text adoption of a new document or an amendment of an existing document. Then check the appropriate sub-block to indicate whether the referred action is a comprehensive plan, local law, zoning ordinance, or other municipal legislative document.

13. Please check this block if you are referring a proposed zone change and identify the proposed zoning district in terms of the municipal zoning code, the number of acres subject to the proposed zone change, and the purpose of the proposed zone change.

14. Please check this block if you are referring a proposed site plan. Summarize any proposed improvements including new construction or modification to the existing exterior site conditions, identify the proposed use, and check whether or not the proposed project will require a variance. If so, check whether the proposed project requires a use variance or an area variance. Next, if the proposed project requires a variance please specify the variance needed in terms of the municipal zoning code.

For example:

If the proposed site plan is showing a 15-foot side yard setback and the municipal zoning code requires a minimum of 25 feet, then you could write, “15-foot side yard setback verses the minimum required side yard setback of 25 feet.”

If the proposed site plan is showing a building height of 40 feet and the municipal zoning code allows a maximum building height of 35 feet, then you could write, “40-foot building height versus the maximum allowed building height of 35 feet.”

If the proposed site plan is to establish a use not permitted in the established zoning district, then you could write, “Allow [*proposed use*] in a [*current*] Zoning District.”

Complete Item 14 by indicating if the proposed project requires a state or county DOT work permit and specifying the type of permit needed.

15. Please check this block if you are referring a special permit and identify by paragraph the specific section of the local zoning code that requires the special permit. Check the appropriate blocks to indicate if a variance is required and, if so, the type of variance.

16. Please check this block if you are referring a proposed subdivision. Provide the name of the subdivision, identify whether the referral is a preliminary subdivision or a final subdivision, and

provide the proposed number of lots. Check the appropriate box to indicate whether the referral is for a preliminary subdivision or a final subdivision, and circle the appropriate response to identify whether it is a commercial, industrial, mixed-use, single-family residential, or multi-family (or both) residential subdivision. 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, and indicate if the proposed subdivision requires a variance and, if so, the type of variance. Complete Item 16 by indicating if the proposed project requires a state or county DOT work permit and specifying the type of permit needed.

17. Please check this block if you are referring a proposed area or use variance and check the appropriate block to indicate the type of 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 proposed site plan is showing a 15-foot side yard setback and the municipal zoning code requires a minimum of 25 feet, then you could write, “15-foot side yard setback verses the minimum required side yard setback of 25 feet.”

If the proposed site plan is showing a building height of 40 feet and the municipal zoning code allows a maximum building height of 35 feet, then you could write, “40-foot building height versus the maximum allowed building height of 35 feet.”

If the proposed site plan is to establish a use not permitted in the established zoning district, then you could write, “Allow [*proposed use*] in a [*current*] Zoning District.”

SEQR Determination: Please check the appropriate box to indicate whether the proposed project is a Type I, Type II, Unlisted, or Exempt action. In order for a referral to be complete, it must include an Environmental Assessment Form (EAF), if applicable. To determine whether or not an EAF is applicable or not, or if a short EAF or long EAF is required, the municipality must determine the type of SEQR action for the proposed project. Therefore, the referring municipality must determine the SEQR action prior to referring the proposed action. The referring municipality does not have to make a finding prior to referring the proposed action, however, if a finding has been determined, please indicate accordingly.

Attachments: Please indicate any attachments accompanying the referred action.

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