

GENERAL MUNICIPAL LAW

Zoning Referral Form

Conditional Permits, Special Permits, Site Plan Reviews & Variances

Director:
CORTLAND COUNTY PLANNING DEPARTMENT
37 Church St.
Cortland, NY 13045-2838
Telephone: (607) 753-5043
Fax: (607) 753-5150

GML No. _____
(Tax Map Number)

Date: _____

Submitting Officer: _____

Municipality: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Type of Referral

The applicant request the following:

Variance: _____ Bulk – Article _____ Section _____
 _____ Use – Article _____ Section _____

Special Permit: Article _____ Section _____

Conditional Permit: Article _____ Section _____

Site Plan Review: Article _____ Section _____

Reason(s) for request: _____

Is the above action a **Type 1** _____ , **Type 2** _____ , or unlisted action under the State Environmental Quality Review Act? Attach required environmental assessment forms for Type I and unlisted actions.

The following information is required for your application to be complete:

1. Name of petitioner: _____

Owners name (if different): _____

Date of acquisition: _____

Address: _____

State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

2. A Site Plan Map showing:

- a. Scale (1 inch equals 20 feet if site is less than 1 acre or an agreed upon scale for a site larger than 1 acre)
- b. North Arrow
- c. Physical Characteristics of Site, existing and proposed (Topography, Water and Vegetation)
- d. Layout Plan Showing buildings, parking and available utilities
- e. Surface and Subsurface Drainage Plan, incorporated with Layout Plan
- f. Location of County or State facility pursuant to Section 239 I, m and n of the General Municipal Law
- g. Location Map at 1"=1000' scale
- h. Area Map at 1"=200' or an agreed upon scale
 - (1) zoning classification of subject and adjoining properties
 - (2) surrounding land use within 500 feet of subject property
 - (3) surrounding zoning classifications

3. A certified Tax Map from the Cortland County Office of Real Property and Assessment showing the property lines of the applicant's property.

4. Availability of public utilities and services:

Water _____ District _____ ; Sewer _____ District _____ ;

Fire Protection _____ District _____ ; Refuse Collection _____

Special services required: _____

5. Does Site Plan conform to municipal master plan? _____ If not why? _____

6. Does Site Plan conform to county land use plan? _____ If not why? _____

7. School District: _____

8. Projected energy consumption: _____ Type: _____

9. Traffic generation (expected vehicle departures and arrivals per 24 hour period) : _____

NOTE: All maps require the name and address of the N.Y.S. licensed engineer or land surveyor responsible for preparing the seal and map.

Signature and Title of Submitting Official

(REVISED: 8/01)