

Westchester County Planning Board Planning and Zoning Action Referral Form

Westchester County Planning Board comments due by:

Referral Name: _____

Address: _____

Municipality: _____

Local Case Number: _____

Zip code of location of the action: _____

Local Meeting Date: _____

Section: _____ Block: _____ Lot: _____

Public Hearing: Yes No

Referring Agency:

- City Council
- Town/Village Board
- Planning Board/Commission
- Zoning Board
- Other: _____

General Land Use Classification: _____

Type of Action

- New
- Expansion
- Modification

SEQR Action

- | | | |
|--------------------------------------|------------------------------------|---|
| <input type="checkbox"/> EAF | <input type="checkbox"/> Draft EIS | <input type="checkbox"/> Positive Declaration |
| <input type="checkbox"/> Lead Agency | <input type="checkbox"/> Final EIS | <input type="checkbox"/> Negative Declaration |
| <input type="checkbox"/> Draft Scope | <input type="checkbox"/> Findings | |

Referral Description: _____

Referral Trigger (Type of Action)*

Please check appropriate box for actions involving **more than 5,000 square feet of new or renovated floor area OR 10,000 square feet of total land disturbance**. If this action involves less floor area or land disturbance, please use a "notification only" form to reduce paperwork/waste.

- Special Use Permit or Use Variance**
- Subdivision Plat** (Only when a new street will connect directly into a **state or county** road or a new drainage line will connect directly into a **county** drainage channel)
- Zoning Ordinance or Map** (Adoption or Amendment)
- Moratoriums**

- Comprehensive Plan** (Adoption or Amendment)
- Official Map** (Adoption or Amendment)
- Site Plan** (please circle the condition)

Affecting property within 500 feet of:

- A municipal boundary;
- The boundary of an existing or proposed **state or county** park or any other **state/county** recreation area;
- The right-of-way of an existing or proposed **state or county** road;
- An existing or proposed **county** drainage channel line;
- The boundary of **state or county**-owned land on which a public building/ institution is located;
- The boundary of a farm located in an agricultural district.

Contact Information

Local Contact Name: _____

Department/Agency: _____

Phone Number: _____ Email Address: _____

Please provide notice at least **10 days** prior to any hearing (**30 days** in advance for site plans) **with supporting documentation** (including an EAF) and return address to:

Municipal Referrals
Westchester County Department of Planning
148 Martine Avenue, Room 432
White Plains, NY 10601-3311

Note: You may fax this sheet to (914) 995-3780, in order to start the referral process. Please send all supporting documentation within one business day of sending the fax.

* **Note:** This list is provided as a convenience. Please check General Municipal Law and the Westchester County Code to be certain which actions to refer.