Submission Form to the Westchester County Planning Board

For Planning and Zoning Referrals Requiring Notification Only

County Reference Number _____

The Westchester County Planning Board has predetermined that certain categories of planning and zoning applications are matters for local determination only. For any application listed below, submission of this completed form will satisfy the requirement of NYS General Municipal Law and the Westchester County Administrative Code that the local board provided adequate notification to the county Planning Board in accordance with Planning Board procedures. No other material need be sent. Upon receipt, the county Planning Board will complete the bottom section of this form and return it to you for your records to indicate compliance with referral requirements.

When completed, save this form as a .pdf file and e-mail to: muniref@westchestergov.com or print and fax to (914) 995-3780.

Please note: All applications given a positive declaration pursuant to SEQR must be referred as a complete application. Do not use this form.

Municipality: _____

Referring Agency (check one):

☐ Planning Board or Commission
☐ Zoning Board of Appeals
☐ City or Common Council/Town Board/Village Board of Trustees

Application Name and Local Case Number: _____

Address: _____

Section: _____ Block: _____ Lot: _____

Submitted by (Name and Title): _____

E-mail address or fax number: _____

The above-referenced application qualifies for the notification-only procedure to the county Planning Board because it falls within the category of action checked below:

☐ **Zoning Area Variance** to decrease front yard setback, decrease minimum street frontage or decrease average lot width for property abutting a state or county road or park.

☐ **Special Use Permit** or **Use Variance** to allow less than 5,000 square feet of new or renovated floor area and less than 10,000 square feet of land disturbance.

☐ **Site Plan** to allow less than 5,000 square feet of new or renovated floor area and less than 10,000 square feet of land disturbance on property within 500 feet of:

- The boundary of a city, town or village
- The boundary of an existing or proposed state or county park, recreation area or road right-of-way
- An existing or proposed county drainage channel line
- The boundary of state- or county-owned land on which a public building or institution is located or
- The boundary of a farm located in an agricultural district.

Do not write below this line.

Date received by the Westchester County Planning Board: _____

Notification acknowledged by (name and title): _____