

# 239 REVIEW SUBMISSION FORM

**BROOME COUNTY PLANNING AND ECONOMIC DEVELOPMENT, PO Box 1766, Binghamton, NY 13902**

*This referral is made pursuant to the requirements of Section 239 l, m and n of General Municipal Law (GML). Broome County will provide comments within 30 days of the date of receiving a complete application. For info on Broome County's 239 procedures, see our [Guide](http://www.gobroomecounty.com/planning/forms) at [www.gobroomecounty.com/planning/forms](http://www.gobroomecounty.com/planning/forms).*

OFFICE USE  
DATE REC:

**Referring Agency:** Town / Village / City of: \_\_\_\_\_

Legislative Board     Planning Board     Zoning Board of Appeals    (check all that apply)

**Meeting Date(s):** LB: \_\_\_\_\_ PB: \_\_\_\_\_ ZBA: \_\_\_\_\_    **Public Hearing?**  Y  N    **Date:** \_\_\_\_\_  
*You may note additional meeting details in the project description box if necessary.*

**TYPE OF ACTION (check all applicable):**

- Site Plan Review     Planned Development
- Area Variance     Subdivision Review
- Use Variance     Special Use Permit
- Rezoning     Zoning Amendment
- Local Law or Zoning Adoption
- Comprehensive Plan Adoption/Amendment
- Other: \_\_\_\_\_

**PROJECT IS LOCATED WITHIN 500 FEET OF THE FOLLOWING:**

- Municipal Boundary\*
- State/County Park or Recreation Area
- State/County Road
- State/County Drainageway/Watercourse
- Farm Located in an Agricultural District
- State/County-owned land with a public building/institution

**HAS THIS PROJECT OR A PRIOR PHASE BEEN SUBMITTED**

**PREVIOUSLY:**  Y  N    239 # (if known): \_\_\_\_\_

**PROJECT INFORMATION:**

**Project Name:** \_\_\_\_\_

**Project Sponsor/Applicant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Tax Map Number(s):** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Brief Project Description:**

**Supporting Documentation Included with this Referral:**

- Municipal Application(s)
- Location Map
- Project Narrative
- Complete Site Plan ([See Guide for details](#))
- Subdivision/PUD Plat
- Environmental Assessment Form/EIS
- Stormwater Plan (SWPPP, URRP, Site Plan)
- Special Studies (Traffic/Visual/Envi/Other)
- Relevant Local Law or Zoning Text
- Other: \_\_\_\_\_

*Include all relevant documents for a complete submittal. Leave blank if NA.*

**State Environmental Review (SEQR) Status:**

Type I     Type II     Unlisted

**Determination of Significance:**

Positive Dec     Negative Dec     Not Yet Issued

**\*Adjacent Municipality:**

*Has notice been given pursuant to GML 239-nn, if project is located within 500 feet of an adjacent municipality?*

Yes     No     NA

**Adjacent Muni Name:** \_\_\_\_\_

**Application Submitted By:** \_\_\_\_\_ **on** \_\_\_\_\_

*Signature*

*Date*