

# ALBANY COUNTY PLANNING BOARD PLANNING AND ZONING ACTION REFERRAL FORM

This case documentation constitutes an official referral to the Albany County Planning Board under § 239-l, -m, and -n of the New York State General Municipal Law. Please note that failure to provide complete information may delay the County Planning Board's ability to render a decision on the referral. Please contact Albany County Planning at (518) 655-7932 for additional information.

**Municipality:**  City  Town  Village of \_\_\_\_\_  
**Referring Agency:**  Legislative Board  Planning Board  Zoning Board of Appeals

**Project Name:** \_\_\_\_\_  
**Applicant:** \_\_\_\_\_  
**Project Location:** \_\_\_\_\_  
**County Tax Parcel Number:** Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
**Parcel Size:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_

**Project Description:** (attach additional pages if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Action:**

- Site Plan Review
- Area Variance
- Use Variance
- Special Use Permit
- Other authorization under provisions of zoning ordinance or local law (please specify) \_\_\_\_\_
- Subdivision Review
- Rezoning
- Adoption/Amendment of Zoning Ordinance or Local Law
- Adoption/Amendment of Comprehensive Plan

**Jurisdictional Determinant** (project located within 500 feet of any of the following existing or proposed facilities):

- Municipal Boundary
- State or County Road
- State or County Park
- Farm in a designated Agricultural District
- State or County Property
- State or County Facility
- County-owned stream or drainage channel
- Other Recreation Area (please specify) \_\_\_\_\_

**State Environmental Quality Review (SEQR) Status:**  Type I  Unlisted Action  Type II  
**Determination of Significance:**  Positive Declaration  Negative Declaration  Not issued

**Status of Local Approval:** Preliminary Approval Issued:  Yes  No  
**Public Hearing Scheduled:**  Yes  No If yes, hearing date: \_\_\_\_\_

**Supporting Documentation Included With This Referral:**

- Location Map
- Municipal Application Form
- Project Narrative
- Site Plan
- Other: \_\_\_\_\_
- Subdivision Plat
- Environmental Assessment Form
- SEQR Determination of Significance
- Environmental Impact Statement

ACPB Use Only

**Submitted by:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Department/Agency:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**SUBMIT COMPLETED FORM AND SUPPORTING DOCUMENTATION TO:** **Albany County Planning Board**  
**449 New Salem Road**  
**Voorheesville, New York 12186**