



# Putnam County Planning and Zoning

## 239 Review Referral Form

REFERRED FROM: Village/ Town of \_\_\_\_\_

Village/Town Board

Zoning Board of Appeals

Planning Board

1. Name of Case: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

2. Location of affected property: \_\_\_\_\_  
\_\_\_\_\_

3. Type of Referral:

Variance

Site Plan Review

Comprehensive or Master Plan

Zoning change

Zoning Law/ Amendment

Special Use Permit

Subdivision

4. General Description of Proposed Project/ Action: \_\_\_\_\_  
\_\_\_\_\_

5. This referral is required because the property is located within 500 feet of a:

Boundary of the Village/Town of \_\_\_\_\_

Boundary of a County or State Park or recreation area defined as: \_\_\_\_\_

County or State building or institution defined as: \_\_\_\_\_

Right-of-way of the following County or State highway: \_\_\_\_\_

6. Anticipated Public Hearing Date: \_\_\_\_\_ Location: \_\_\_\_\_

7. This referral is supplemented by the following, (check all that apply):

Application

Applicable Zoning Map

Location Map

Applicable Zoning Law

Site Map or Plan

Supporting Report

SEQRA documents

Other-Specify \_\_\_\_\_

8. If referral involves a variance, give reason why variance is needed (e.g., 5-foot side yard request while law requires 10 feet, required parking not provided, etc.) \_\_\_\_\_  
\_\_\_\_\_

9. Name & Title of Official Referring Project: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Please mail completed form with supporting material to: Putnam County Department of Planning, Development & Public Transportation, 841 Fair Street, Carmel, NY 10512, Phone (845) 878-3480, Email: [planning@putnamcountyny.gov](mailto:planning@putnamcountyny.gov).

By law, Putnam County has 30 days after the receipt of a complete referral to review an application and offer recommendations. The 30-day period begins after staff determines the referral to be complete, which means all materials required by and submitted to the referring body as an application on the proposed action. A completed Part I of the SEQR Environmental Assessment Form, or Environmental Impact Statement, Negative Declaration, or indication of SEQR Type II Status must be included with all referrals. Within thirty days after the referring agency takes final action, a report of the final action must be filed with the county. A referring body which acts contrary to a recommendation of modification or disapproval of a proposed action shall set forth the reasons for the contrary action in such report. A referral is not deemed complete until referring agency submits a Notice of Final Action.