
Section 239 Review Submission Form

[NAME OF COUNTY] COUNTY DEPARTMENT OF PLANNING

[ADDRESS]

(Date)

RE: _____ Application No. _____
(Municipality No.)

Enclosed herewith for your review and recommendation, pursuant to sections 239-l and 239-m of the General Municipal Law (or an advisory opinion), is the following application for a [variance, special permit, district change, text amendment, planned development, site plan review, interpretation] together with a [short EAF] [full EAF]

of the _____ Zoning [Ordinance]: _____ [Local Law]
([City/Village/Town])

1. Name of Applicant: _____
2. Location of Property: _____
3. Tax Map Number: _____
4. Zoning District: _____
5. Description of Proposed Action: _____

6. _____
Other Pertinent Information: _____

A public hearing, if required, is scheduled for _____, by the _____

(City Council, Village Board, Town Board, Planning Board or Zoning Board of Appeals)

Respectfully submitted,