

# Westchester County Planning Board

## Planning and Zoning Action Referral Form

Referral Name: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_

Zip code of location of the action: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Westchester County Planning Board comments due by: \_\_\_\_\_

Local Case Number: \_\_\_\_\_

Local Meeting Date: \_\_\_\_\_

Public Hearing: ☐ Yes ☐ No

**Referring Agency:**

- ☐ City Council
- ☐ Town/Village Board
- ☐ Planning Board/Commission
- ☐ Zoning Board
- ☐ Other: \_\_\_\_\_

**General Land Use Classification:**

**Type of Action**

- ☐ New
- ☐ Expansion
- ☐ Modification

**SEQR Action**

- |                                      |                                    |   |
|--------------------------------------|------------------------------------|---|
| <input type="checkbox"/> EAF         | <input type="checkbox"/> Draft EIS | <input type="checkbox"/> Positive Declaration |
| <input type="checkbox"/> Lead Agency | <input type="checkbox"/> Final EIS | <input type="checkbox"/> Negative Declaration |
| <input type="checkbox"/> Draft Scope | <input type="checkbox"/> Findings  |   |

**Referral Description:**

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**Referral Trigger (Type of Action)\***

Please check appropriate box for actions involving **more than 5,000 square feet of new or renovated floor area OR 10,000 square feet of total land disturbance**. If this action involves less floor area or land disturbance, please use a "notification only" form to reduce paperwork/waste.

- ☐ **Special Use Permit or Use Variance**
- ☐ **Subdivision Plat** (Only when a new street will connect directly into a **state or county** road or a new drainage line will connect directly into a **county** drainage channel)
- ☐ **Zoning Ordinance or Map** (Adoption or Amendment)
- ☐ **Moratoriums**

- ☐ **Comprehensive Plan** (Adoption or Amendment)
- ☐ **Official Map** (Adoption or Amendment)
- ☐ **Site Plan** (please circle the condition)

Affecting property within 500 feet of:

- A municipal boundary;
- The boundary of an existing or proposed **state or county** park or any other **state/county** recreation area;
- The right-of-way of an existing or proposed **state or county** road;
- An existing or proposed **county** drainage channel line;
- The boundary of **state or county**-owned land on which a public building/ institution is located;
- The boundary of a farm located in an agricultural district.

**Contact Information**

Local Contact Name: \_\_\_\_\_

Department/Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Notification:** A notice must be given **10 days** prior to any hearing (**30 days** in advance for site plans) and **with supporting documentation** (including an EAF) and return address to: "

**Municipal Referrals**  
**Westchester County Department of Planning**  
**148 Martine Avenue, Room 432**  
**White Plains, NY 10601-3311**

**Note: You may email this sheet to [muniref@westchestergov.com](mailto:muniref@westchestergov.com), in order to start the referral process. Please mail hard copies of all supporting documentation within one business day of sending the email. You may also attach the documentation to your email.**