

**GREENE COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM & PLANNING**

Greene County Office Building  
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Catskill, New York 12414



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Warren Hart, Director

**PLANNING AND ZONING REFERRAL (239 REVIEW) FORM**

**SEND TO: Greene County Planning Board, 411 Main Street, Catskill, NY, 12414**

**FROM:**  Village/Town Board  Zoning Board of Appeals  Planning Board; Village/Town of \_\_\_\_\_

1. Name of Case (landowner/purchaser etc.) \_\_\_\_\_ Tax Map #: \_\_\_\_\_

2. Location of affected property (accurately describe) \_\_\_\_\_  
\_\_\_\_\_

3. Type of Referral:

- New Zoning Law and Map  Site Plan Review  Area Variance  New or Amended
- Amended Zoning Law/Map  Special Use Permit  Use Variance  Comprehensive Plan

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

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: \_\_\_\_\_ Time: \_\_\_\_\_ 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
- Environmental Assessment or Statement  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. Official completing this form: Name & Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**NOTE: A USE VARIANCE** should be based on "unnecessary hardship", defined as property that cannot yield a reasonable return if used for the purposes allowed in the zone, where the requested use would not alter the essential character of the locality, where the plight of the owner is due to unique circumstances and not to the general conditions in the neighborhood, and where the alleged hardship has not been self-created. **An AREA VARIANCE** requires balancing the benefits of the variance to the applicant against the detriments to the health, safety and welfare of the neighborhood or community. It is judged by how substantial the variance is, the effect on the neighborhood and nearby properties, the other alternatives available, effects on physical or environmental conditions and whether the alleged difficulty was self-created.

In accordance with General Municipal Law, all referrals must be accompanied by "full statement" of the proposed action, which means all materials required by and submitted to the referring body as an application on the proposed action, including a completed environmental assessment form and all other materials required by the referring body to make its determination on significance pursuant to the state environmental quality review act. 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.