Municipality:  
Referring Agency:  

Project Name:  
Applicant:  
Project Location:  
County Tax Parcel Number:  
Parcel Size:  
Parcel Size:  
Current Zoning:  

Project Description: (attach additional pages if necessary)  

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

Jurisdictional Determinant (project located within 500 feet of any of the following existing or proposed facilities):  
Municipal Boundary  
State or County Property  
State or County Road  
State or County Facility  
State or County Park  
County-owned stream or drainage channel  
Farm in a designated Agricultural District  
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  
Subdivision Plat  
Municipal Application Form  
Environmental Assessment Form  
Project Narrative  
SEQR Determination of Significance  
Site Plan  
Environmental Impact Statement  
Other:  

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  

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) 447-5644 for additional information.