

HERKIMER COUNTY PLANNING BOARD

COUNTY OFFICE BUILDING ▪ HERKIMER, NEW YORK 13350

Staff:
**HERKIMER-ONEIDA COUNTIES
COMPREHENSIVE PLANNING
PROGRAM** ▪ At Union Station
321 Main Street, Utica, NY 13501
Phone: (315) 798-5710
Email: 239apps@ocgov.net

TO: Herkimer County Municipal Clerks, Planning Board & ZBA Chairpersons
DATE: November 2023
RE: 2024 GML 239 Referrals to Herkimer County Planning Board

The Herkimer County Planning Board (HCPB) makes recommendations on applications submitted for review pursuant to Sections 239-l, 239-m, and 239-n of New York State General Municipal Law. Using the link below, the referring body will complete the referral form and attach the location map, site plan, environmental assessment forms or other information the municipal board requires in review of the application.

<https://lfweb.ocgov.net/Forms/Herkimer239Form>

GML 239 Application Instructions, Helpful Tips, and a Referral Guide are available at:

<https://ocgov.net/departments/planning/municipal-services/gml-239-referrals/>

The HCPB meets on the third Monday of the month with application deadlines listed in the table below. Referrals received after each deadline will be placed on the agenda of the following month. Once the HCPB accepts the referral and issues a recommendation, the municipality will receive a digital response promptly after the meeting.

APPLICATION DEADLINE AND MEETING SCHEDULE FOR 2024

Application Submission Date	HCPB Meeting
January 12, 2024	January 22, 2024*
February 16, 2024	February 26, 2024*
March 8, 2024	March 18, 2024
April 5, 2024	April 15, 2024
May 10, 2024	May 20, 2024
June 7, 2024	June 17, 2024
July 5, 2024	July 15, 2024
August 9, 2024	August 19, 2024
September 6, 2024	September 16, 2024
October 11, 2024	October 21, 2024
November 8, 2024	November 18, 2024
December 6, 2024	December 16, 2024

* Meeting changed from third Monday of the month due to holiday. *

Meetings are held at 12:00 PM (noon) at the Herkimer County Chamber of Commerce.
420 East German Street (corner of NYS Rte 28).

Please provide copies of this notice to officials in your communities (Planning Board Chairperson, Zoning Board of Appeals Chairperson, Zoning/Codes Enforcement Officer, Municipal Attorney, and Supervisor/Mayor).

If you have any questions regarding the 239-review application process, please contact HOCCPP at (315) 798-5710 or email: 239apps@ocgov.net