



**Guide to Submitting a 239 Application Form**

**1. Start an application**

To start a new application for referral to the County, select from one of the two links to load the Planning Application form.

**Oneida County**

<https://lfweb.ocgov.net/Forms/Oneida239>

**Herkimer County**

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

**2. Criteria**

A 239 application form is only needed if your project meets at least one of the criteria listed. Check all that apply if there is more than one.

- A municipal boundary
- The right of way of an existing county or state road
- The boundary of a county or state park or other recreation area
- The boundary of any county or state owned property on which a public building or institution is located
- The boundary or a farm operation located within the Agricultural District, as defined by Article 25-AA of the Agricultural & Markets Law (excluding area variances)

**3. County**

The County is automatically filled in depending on the link selected in Step 1. A drop-down menu is used to select the Municipality where the action is taking place, the Legislator's name and the referring body (i.e. PB, ZBA).

**County\***

Herkimer County  Oneida County

**Herkimer County Municipality\***

City of LITTLE FALLS

**Herkimer County Legislator**

Frederick J Shaw

**Referring Body**

Legislative Body

**4. Applicant**

The Applicant Name is the name of the person/business applying for a zoning permit. Add the primary Municipal Contact, Phone Number and Email Address as the point of contact for this application. The email entered will be the one where all digital responses will be sent such as the referral letter and notice of final action.

**Applicant**

Applicant Name:  
Sandy Brennan

Municipality Contact Name:  
Joe Smith

Municipality Contact Phone Number: 555-555-5555  
Municipality Contact Email Address: jsmith@yahoo.com



**5. Project Information**

Provide a street address in the project location box, if one is available. Fill in the tax map number(s) where the project is located and provide the existing zoning classification. In the proposed action box, please provide a brief description of the project.

**Project Information**

Project Location  
781 Elm Grove Road

Nearest Intersecting Road:

Name	Direction	Distance
Hinchey Road	East	1 mi

Tax Map Parcel (Map, Block, Lot)  
100-55-55.6

Dimensions/Area of Property  
4.1 acres

Existing Zoning District  
R1

Brief written summary of proposed action  
Conditional use permit to expand a lawful existing gas station and convenience store located on NYS 28 in the Town of Webb.

**6. Type of Referral**

Check the box(es) of the type of referral being applied. If you choose "Other", please describe the action in the box.

Type of Referral

<input checked="" type="checkbox"/> A. Use Variance	<input type="checkbox"/> B. Area Variance
<input type="checkbox"/> C. Special/Conditional Use Permit	<input type="checkbox"/> D. Site Plan Review
<input type="checkbox"/> E. Zoning Text Amendment	<input type="checkbox"/> F. Zoning Map Amendment
<input type="checkbox"/> H. Subdivision Proposal	<input type="checkbox"/> Other _____

Based on the type of referral checked, you will be prompted for enclosures with an upload button. Files can be "uploaded" or "dragged & dropped" into the form window. These are the site plan, SEQR form, map, description, etc.

ENCLOSURES

Location on Map

SEQR Environmental Assessment Form

Site Plan

Other \_\_\_\_\_

Upload Location Map

Or drag files here

Sample Report.pdf 23.08KB X

**7. Other involved agencies**

Check all agencies that will review the application. If you select the "Other" option, type the name of the agency in the box.

**Other involved agencies**

NYS Dept. of Transportation

NYS Dept. of Environmental Conservation

Adirondack Park Agency

Herkimer County Dept. of Public Works

NY State Health Department

Other \_\_\_\_\_

**8. Additional Information**

Use this box to provide any additional information about the project that would be helpful to the reviewers.

**Additional Information:**

Additional information about the project.....

The contact listed for the municipality will receive an email within 30 days with a zip file with the recommendation letter and notice of final action letter.