

## HELPFUL TIPS

### 1. Multiple permits

If you have an application for two permits from the same Board, submit one application. If there are two different boards reviewing the same permit, then submit two applications.

For example, if a permit needs an area variance and special use permit from the ZBA, then only one application would be required. Just select all the necessary permits. If a variance and a site plan review are needed and the planning board and ZBA are both reviewing them as two separate applications then 2 separate applications are necessary.

### 2. Communication

The final GML 239 referral letter will be emailed to the municipal contact listed on the application. Please verify the email you enter for the municipal contact is where the GML 239 referral letter should be sent.

In the comments section, please add any special instructions such as, “response needed by a certain date or faxed.” or “Please also email the decision to .....”.

### 3. Proof Read

**Please proof read your work before you submit the application.** If there are typographical errors or misinformation, these will be repeated in all the generated letters and paperwork. If the applicant’s name is misspelled, it will be misspelled in the entire file.

### 4. Brief Description

Please use this section to provide a **concise 2-3 sentence** maximum description of the action taking place. This information is inserted by Laserfiche into your final GML 239 referral letter response that you receive back from the County.

For example: “Area variance for side yard setback for a residential structure.” or “Special use permit for a gas station and recycle center in a commercial highway district.”

Longer narratives of the proposed action can be uploaded as a word document or pdf file in the "upload document section".

### 5. Uploading attachments

Please do not send one pdf file containing all the documents to be uploaded, such as the SEQRA form, site plan and location map in one file. Documents should be uploaded separately by type/category into the correct sections. Use your best judgement to upload

by the type as the files are named and organized by Laserfiche by the category in which they are uploaded.

But, do not upload a multiple page document with a separate file for each page. For example if the SEQRA form is four pages, then it should be one file and not 4 separate pages uploaded separately.

**6. Large Site Plans and Maps**

If you do not have access to a large scanner or the applicant cannot give you a digital copy of any maps/site plans, send or drop off the materials to our office to be input into the system. Municipalities might want to now request digital copies of application materials directly from the applicant, especially for large site plans, engineering drawings, etc., prepared by a consultant.

Another alternative is use a digital camera or camera on a phone to take a digital image of a map/document to upload to the application. Taking a “screen shot” with your computer also works. Just please make sure the image is “readable” when it is uploaded.

**7. “Other” Documents**

These are anything that doesn’t fit into a pre-defined upload button. This could be a description or picture/rendering. Multiple “Other” documents can be “uploaded”.

**8. Referral Agencies**

Please check the box(es) for all applicable agencies that will be reviewing the application. The County’s final GML 239 referral letter will be emailed to them. However, you must still apply separately to these other agencies directly. For example, if a county highway permit is required, the applicant must still apply separately to that agency.

**9. How do I know the application worked?**

When an application is submitted, you will receive a confirmation email that it was submitted. Our office will email the municipal contact listed on the application if there are questions or need additional information.

**10. Notice of Final Action**

Following the decision by the County, you will receive an email containing a zip file with the final GML 239 referral letter and a Notice of Final Action (NOFA). Following your board’s meeting at which action is taken on the project submitted for referral, complete the NOFA and email/mail it to our office along with any board minutes or resolutions. These documents will be added to the digital file for that project.

**11. Extra documents to send after you submitted the application**

If you submitted an application online but later have more materials for the application, please contact us. Email the digital copies to our office and these will be added to the application. Call the office at (315) 798-5710 or email.

Herkimer County: Kristin Campbell

[kcampbell@ocgov.net](mailto:kcampbell@ocgov.net)

Oneida County: Guy Sassaman

[gsassaman@ocgov.net](mailto:gsassaman@ocgov.net)