

# ST. LAWRENCE COUNTY PLANNING BOARD

## Referral Information Sheet

Effective January 1, 2026

Date \_\_\_\_\_ Municipal Board Making Referral \_\_\_\_\_

Referring Official \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

### APPLICANT INFORMATION

Name \_\_\_\_\_

### APPLYING FOR

(check all that apply)

Mailing Address \_\_\_\_\_

Area Variance

Code Amendment

Rezoning

Sign Permit

Site Plan Approval

Special Use Permit

Subdivision

Use Variance

Zoning Map Change

Other Specify: \_\_\_\_\_

Phone \_\_\_\_\_

### PROPERTY INFORMATION

Owner \_\_\_\_\_

Street Address \_\_\_\_\_

Tax Map Parcel Id \_\_\_\_\_

Zoning District \_\_\_\_\_

Local Code Section \_\_\_\_\_

If owner is not applicant, is applicant authorized to apply? \_\_\_\_\_ Yes \_\_\_\_\_ No

### REQUIRED ENCLOSURES

The St. Lawrence County Planning Board requires adequate information upon which to make its decision. The referral form will not be accepted unless the following information is submitted:

- Adequate written description of proposal;
- Sketch Plan, Survey, Plats or Site Plans of the property affected and any additional requirements specified in the municipality's local land use regulations;
- SEQR Environmental Assessment Form (EAF), if applicable;
- Agricultural Data Statement, if applicable;
- Referral Fee: **check made payable to the St. Lawrence County Planning Office** (see fee schedule on reverse).

**County Planning Board Referral and Training Session**  
**Fee Schedule Information – Effective January 1, 2026**

As of January 1, 2026 the County Planning Office will begin charging applicants of 239m and 239n reviews as follows:

***Residential:***

**\$25** for all area variances, site plan reviews and subdivisions of less than 5 lots.

**\$75** for all special use permits, use variances and subdivisions of 5-9 lots.

**\$150** for subdivisions of 10 lots or more.

***Commercial (including institutional and industrial):***

**\$25** for all sign permits.

**\$75** for all area variances, use variances, site plans and special use permits for projects less than 5,000 gross square feet; and subdivisions of less than 5 lots.

**\$150** for all area variances, use variances, site plans, and special use permits for projects between 5,000 and 9,999 gross square feet; and subdivisions of 5 or more lots.

**\$150 plus \$50 per each additional 5,000 square feet** for all area variances, use variances, site plans, and special use permits for projects over 10,000 gross square feet. (Example: the cost of a permit for a 50,000 sq ft building would be \$150 + (\$50 x 8) = \$550.

**\$150 plus \$50 per megawatt (AC)** for all solar energy systems.

Local government applications (comprehensive plan reviews, subdivisions, map & text amendments, etc.) are exempt.

**Procedure:**

Before the County Planning Office/Board can review a project the review fee must be attached. The applicant must provide the municipality with the fee so that it may be included with the referral to the County Planning Board. **Checks should be made payable to the St. Lawrence County Planning Office.**

**County Sponsored Training Sessions:**

The County Planning Office has traditionally held two 2-hour training sessions each year.

Please feel free to contact the County Planning Office at (315) 379-2292 with any questions.