

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 _____

Mailing Address _____

Phone _____

APPLYING FOR

(check all that apply)

<input type="checkbox"/>	Area Variance
<input type="checkbox"/>	Code Amendment
<input type="checkbox"/>	Rezoning
<input type="checkbox"/>	Sign Permit
<input type="checkbox"/>	Site Plan Approval
<input type="checkbox"/>	Special Use Permit
<input type="checkbox"/>	Subdivision
<input type="checkbox"/>	Use Variance
<input type="checkbox"/>	Zoning Map Change
<input type="checkbox"/>	Other Specify: _____

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 $\$150 + (\$50 \times 8) = \$550$.)

\$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.