

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 2024
RE: 2025 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. Referral deadlines are listed in the table below. Referrals received after each deadline will be placed on the agenda for the following month. Once the HCPB accepts a referral and conducts a vote at the monthly meeting, the referring municipality will promptly receive a recommendation letter via email.

2025 HCPB SCHEDULE

Referral Deadline	Meeting Date
January 17, 2025	January 27, 2025*
February 14, 2025	February 24, 2025*
March 7, 2025	March 17, 2025
April 11, 2025	April 21, 2025
May 9, 2025	May 19, 2025
June 6, 2025	June 16, 2025
July 11, 2025	July 21, 2025
August 8, 2025	August 18, 2025
September 5, 2025	September 15, 2025
October 10, 2025	October 20, 2025
November 7, 2025	November 17, 2025
December 5, 2025	December 15, 2025

* 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, Herkimer, NY 13350).

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