

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@oneidacountyny.gov

TO: Herkimer County Municipal Clerks, Planning Board & ZBA Chairpersons
DATE: November 2025
RE: 2026 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.

2026 HCPB SCHEDULE

Referral Deadline	Meeting Date
January 16, 2026	January 26, 2026*
February 13, 2026	February 23, 2026*
March 6, 2026	March 16, 2026
April 10, 2026	April 20, 2026
May 8, 2026	May 18, 2026
June 5, 2026	June 15, 2026
July 10, 2026	July 20, 2026
August 7, 2026	August 17, 2026
September 11, 2026	September 21, 2026
October 9, 2026	October 19, 2026
November 6, 2026	November 16, 2026
December 11, 2026	December 21, 2026

*** 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@oneidacountyny.gov