

# Helpful Tips for GML 239 Referrals

<https://oneidacountyny.gov/departments/planning/municipal-services/gml-239-referrals/>

## Brief Written Summary Of Proposed Action

Please use this section to provide a concise 2-3 sentence description of the action taking place. "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 using the "Upload Local Application" button.

## Uploading Attachments

Documents should be uploaded separately by type/category into the correct sections. Please do not upload a multiple page document with a separate file for each page. If the SEQRA form is 4 pages, then it should be one file and not 4 separate pages uploaded separately.

Please do not send one combined PDF file containing all the documents to be uploaded, such as the SEQRA form, site plan and location map in one file. Upload each specific file type into the prompted upload button.

## Large Site Plans & Maps

Municipalities may want to request digital copies of application materials directly from the applicant, especially for large site plans prepared by a consultant. If you do not have access to a large scanner or the applicant cannot give you a digital copy of any site plans, mail or drop off the materials to our office. Another alternative is using a camera or a phone to take a digital image of a document to upload to the application. Taking a "screen shot" with your computer also works. Just please make sure the image is "legible" when it is uploaded and can be "zoomed" in clearly to enlarge.

## Proof Read

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

Make sure all fields marked with red astric (\*) are filled in or the application will not be received by this department. Even if you receive an email stating the application was successfully submitted.

## Multiple Permits

If you have an application for two permits from the same board, submit one application. Just select all the necessary permits. If there are two different boards reviewing the same permit, then submit two applications.

If a permit needs an area variance and special use permit from the ZBA, then only one application would be required. If a variance and site plan review are needed with both the planning board and ZBA reviewing the applications separately then two separate applications will need to be uploaded.

## Referral Agencies

Please check the box(es) for all applicable agencies that will be reviewing the application or may have an interest. The County's final GML 239 referral letter will be emailed to them as a courtesy. Remember, you must still apply for permits separately to these other agencies.

## Submitting Applications

You will receive an email confirmation after submitting an application. This process is automated. Please ensure you provide an accurate "municipality contact email address". This email is where the final recommendation letter will be sent.

## Additional Information & Questions

If you have questions or need to provide additional information after the submission of the application, please email [239apps@oneidacountyny.gov](mailto:239apps@oneidacountyny.gov)

## Final Decision

The final GML 239 referral letter will be emailed to the municipal contact listed on the application. Please verify your "municipality contact email address" is correct or the municipality will not receive the final decision documents.

## 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 decision 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 record.