USING THE REFERRAL IDENTIFIER TOOL

New York State General Municipal Law Article 12, Sections 239-l and 239-m, requires that local municipalities forward certain actions to the Dutchess County Department of Planning & Development for review, comment, and recommendations, if the action occurs on an property touching a five-hundred foot buffer around certain features.

The Referral Identifier (RI) Tool makes it easy to find parcels that touch these buffers: [LINK TO TOOL]

Finding the parcel in question is made easy with multiple ways to search for it:

1. In the upper right corner of the RI tool is a box for typing in the six-digit LOT NUMBER that is a component of the Parcel Grid number:
   a. 135889-6664-00-[180913]-0000 **180913 is the LOT NUMBER.**
   b. As an alternative, you can type in the address of the parcel in the same box:

   ![Referral Identifier Tool](image)

   Once you have typed in the address or lot number, **click** on the drop-down that appears:

   ![Referral Identifier Tool](image)

2. If you already know the physical location of the parcel, you can also use the map tool to zoom into an area, and then pick the parcel.

The tool will automatically zoom to your selected parcel, and highlight it:

![Referral Identifier Tool](image)

Note that each type of buffer is a different color, with the legend on the right side of the map window.
You must then click on the selected parcel to see what category of buffer is triggering the referral:

In the lower right corner is the results window. In the case of PARCEL LOT NO. 180913, this action triggers a referral because it touches three buffers:

1. Part of it is within 500 feet of a County-owned Property with a Structure.
2. Part of it is within 500 Feet of a State Road.
3. Part of it is within 500 feet of an Active Farm within an Agricultural District.

You can then use this information to fill out the referral form, conveniently located by a hyperlink right in the results window. And, if you need more information about the parcel, click the link to Parcel Access In the results window: