

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:

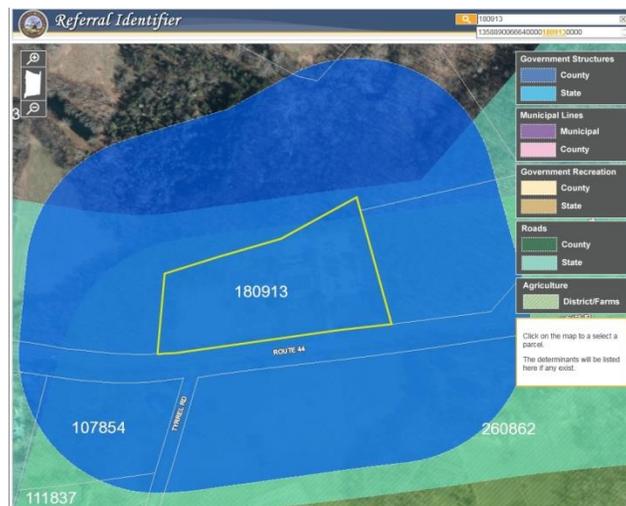


Once you have typed in the address or lot number, **click** on the drop-down that appears:



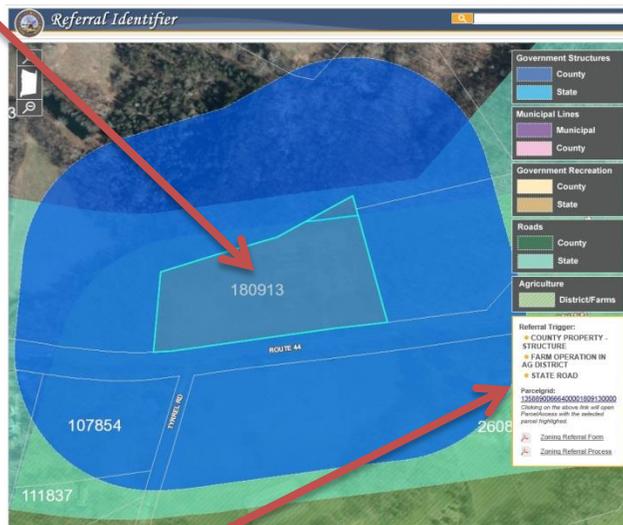
2. If you already know the physical location of the parcel, you can also use the map tool to zoom into an area, and then pick the parcel.

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



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:

Referral Trigger:

- COUNTY PROPERTY - STRUCTURE
- FARM OPERATION IN AG DISTRICT
- STATE ROAD

Parcelgrid:
[13588900666400001809130000](#)
Clicking on the above link will open ParcelAccess with the selected parcel highlighted.

[Zoning Referral Form](#)

[Zoning Referral Process](#)

Dutchess County Department of Planning and Development		To:	Date:	# pgs:
		Co./Dept.:	From:	
		Fax #:	Phone #:	

Zoning Referral

Municipality: _____

Referring Agency: Planning Board Zoning Board of Appeals Municipal Board

Tax Parcel Number(s): _____

Project Name: _____

Applicant: _____

Address of Property: _____

Type of Action:

Local Law / Text Amendment

Rezoning

Site Plan

Special Permit

Use Variance

Area Variance

Other: _____

Parcels within 500 feet of:

State Road _____

County Road _____

State Property (with recreation area or public building)

County Property (with recreation area or public building)

Municipal Boundary

Farm operation in an Agricultural District

Date Response Requested (if less than 30 days): _____

If subject of a previous referral, please note County referral number(s): _____

FOR COUNTY OFFICE USE ONLY

Response from Dutchess County Department of Planning and Development

No Comments:

Matter of Local Concern

No Jurisdiction

No Authority

Withdrawn

Comments Attached:

Local Concern with Comments

Conditional

Denial

Incomplete — municipality must resubmit to County

Incomplete with Comments — municipality must resubmit to County

Date Submitted:	Notes:	<input type="checkbox"/> Major Project
Date Received:		Referral #:
Date Requested:		
Date Required:	<input type="checkbox"/> Also mailed hard copy	Reviewer: _____
Date Response Fixed:		