


THE ST. LAWRENCE COUNTY PLANNING OFFICE

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MEMORANDUM

To: Supervisors, Mayors, Clerks and Code Enforcement Officers
From: Jason Pfothenauer, Deputy Director 
Date: December 11, 2012
Re: County Planning Board Fee Schedule, Effective January 1, 2013

At the direction of the County Board of Legislators, it has become necessary for the County Planning Office to recoup expenses for 239m and 239n reviews, and county sponsored training sessions. Effective January 1, 2013 the attached fee schedule will go into effect.

Before the County Planning Office/Board can review a project the review fee must be attached. Municipalities should provide the applicant with the fee schedule in advance of submitting the application for review by the County Planning Board. **Checks should be made payable to the St. Lawrence County Planning Office.**

This is a new requirement and there will be an adjustment period. The County asks for all municipalities to help in the dissemination of this information and appreciates your understanding and assistance.

Please make copies of the new Referral Information Sheet and the Fee Schedule and dispose of the old forms. A digital copy is located at:

<http://www.stlawco.org/Departments/Planning/ProjectReview>

Thank you for assistance in this matter.

ST. LAWRENCE COUNTY PLANNING BOARD

Referral Information Sheet

Effective January 1, 2013

Date _____ Municipal Board Making Referral _____
Referring Official _____
Title _____
Phone Number _____ Fax Number _____

APPLICANT INFORMATION

Name _____
Mailing Address _____
_____ _____
Phone _____

APPLYING FOR (check all that apply)

<input type="checkbox"/>	Area Variance
<input type="checkbox"/>	Code Amendment
<input type="checkbox"/>	Rezoning
<input type="checkbox"/>	Sign Permit
<input type="checkbox"/>	Site Plan Approval
<input type="checkbox"/>	Special Use Permit
<input type="checkbox"/>	Subdivision
<input type="checkbox"/>	Use Variance
<input type="checkbox"/>	Zoning Map Change
<input type="checkbox"/>	Other Specify: _____

PROPERTY INFORMATION

Owner _____
Street Address _____
Tax Map Parcel Id _____
Zoning District _____
Local Code Section _____
If owner is not applicant, is applicant authorized to apply? ___ Yes ___ No

REQUIRED ENCLOSURES

The St. Lawrence County Planning Board requires adequate information upon which to make its decision. The referral form will not be accepted unless the following information is submitted:

- Adequate written description of proposal;
- Sketch Plan, Survey, Plats or Site Plans of the property affected and any additional requirements specified in the municipality's local land use regulations;
- SEQR Environmental Assessment Form (EAF), if applicable;
- Agricultural Data Statement, if applicable;
- Referral Fee: **check made payable to the St. Lawrence County Planning Office** (see fee schedule on reverse).

County Planning Board Referral and Training Session Fee Schedule Information – Effective January 1, 2013

At the direction of the County Board of Legislators, the County Planning Office will begin charging applicants of 239m and 239n reviews on January 1, 2013.

The fee schedule is broken into two categories, residential and commercial. Institutional and industrial uses will fall into the commercial category. Local government applications (comprehensive plan reviews, town land subdivisions, etc.) are exempt.

Residential:

\$25 for all area variances, subdivisions of less than 5 lots, and site plan reviews.

\$75 for all use variances, special use permits and subdivisions of 5-9 lots.

\$150 for subdivisions of 10 lots or more.

Commercial (including institutional and industrial):

\$75 for all area variances, use variances, site plans, and special use permits for projects less than 5,000 gross square feet.

\$150 for all area variances, use variances, site plans, and special use permits for projects between 5,000 and 9,999 gross square feet.

\$150 plus \$50 per each additional 5,000 square feet for all area variances, use variances, site plans, and special use permits for projects over 10,000 gross square feet. (Example: the cost of a permit for a 50,000 sq ft building would be $\$150 + (\$50 \times 8) = \$550$.)

Procedure:

Before the County Planning Office/Board can review a project the review fee must be attached. Municipalities should provide the applicant with the fee schedule and County submission form in advance of the Town/Village/City submitting the application for review by the County Planning Board. **Checks should be made payable to the St. Lawrence County Planning Office.**

This is a new requirement and there will be an adjustment period. The County asks for all municipalities to help in the dissemination of this information and appreciates your understanding and assistance.

Please feel free to contact the County Planning Office with any questions.

County Sponsored Training Sessions

The County Planning Office has traditionally held four 2-hour training sessions each year. A fee of **\$25 per training session**, per individual, will be assessed beginning in 2013.