

LOCAL BOARD ACTION

In doing its review, the Tioga County Planning Board looks across geographic and political boundaries to protect the environment and economy of the County. The Board also takes into consideration the possibility that a project may have a County wide or inter-municipal impact when rendering a recommendation.

If the County Planning Board recommends approval of a referral, then the referring board's final decision is governed by a majority vote. If the County recommends disapproval or approval of a referral subject to stated conditions or modifications, the local board may override the county opinion only by a majority plus one vote and by following the procedure outlined below:

1. The local board studies the county review and identifies its reason for disagreeing.
2. The local board adopts a resolution stating its reasons for desiring to override the county.
3. The local board votes on the matter under review and passes it by a majority plus one.

The local board must inform the County of the final local decision on a referral within 30 days of their decision. In the case of a County recommendation for disapproval with the local board overriding such recommendation, a copy of the resolution stating the reasons for overriding the County opinion must also be sent to the County within 30 days.

TIOGA COUNTY PLANNING BOARD 2025 MEETING SCHEDULE

239 DUE DATE MEETING DATE

January 3	January 15
February 7	February 19
March 7	March 19
April 4	April 16
May 2	May 21
June 6	June 18
July 4	July 16
August 8	August 20
September 5	September 17
October 3	October 15
November 7	November 19
December 5	December 17

All Meetings start at 7:00 PM
Tioga County Health & Human Services Building
1062 State Route 38, Owego
Conference Room #2139, Second Floor



Tioga County Planning

Department of Economic
Development and Planning
56 Main St.
Owego, NY 13827

Phone: 607-687-8255
Forms and additional information
can be found on the Tioga County website:
tiogacountyny.gov

Tioga County Planning

TIOGA COUNTY DEPARTMENT OF
ECONOMIC DEVELOPMENT
AND PLANNING
56 MAIN ST
OWEGO, NY 13827

PLANNING AND ZONING REFERRALS GUIDE (THE "239" REVIEW)

2025



Town of Owego
ALDI of Owego
State Route 17C
Site Plan Review, Special Use Permit,
Area Variances

Phone: 607-687-8255

239 REVIEW PROCESS

PROCEDURE



Taco Bell

Town of Owego, State Route 17C
Special Use Permit

Matters to be Referred:

Local actions that must be referred to the Tioga County Planning Board include:

1. adoption or amendment of a zoning map or regulations;
2. adoption or amendment of a comprehensive plan;
3. issuance of special use permits;
4. approval of site plans;
5. granting of use or area variance;
6. other authorizations which a referring body may issue under the provisions of any zoning or local law.

However, not all such actions require county referral; the law establishes location criteria, which determine whether or not an action comes under county jurisdiction. The General Municipal Law states that local actions must be referred only if they affect real property within five hundred feet (500') of any of the following:

1. the boundary of any municipality including the boundary of a village within a town;
2. the boundary of any existing or proposed county or state park or other recreation area;
3. the right-of-way of any existing or proposed county road;
4. the right-of-way of any existing or proposed state road*;
5. the existing or proposed boundary of any county or state owned land on which a public building or institution is situated;
6. the boundary of a farm operation within an agricultural district.

****Must also be submitted to
NYS DOT Region 9 Site Plan Review
Committee in Binghamton.***

Under New York State Law, certain local planning and zoning matters must be referred to the county planning board for review before the local government takes any final action. This referral/review activity (commonly called the "239 Review") is required by Sections 239l and 239m of the General Municipal Law and is designed to assure that county concerns are taken into consideration in the local planning process. The county planning board review is advisory in nature and applies equally to towns and villages.

The failure of the local government to follow the procedural requirements of GML "239" is a jurisdictional defect which may invalidate any final municipal action. Therefore, it is very important that everyone involved in local planning and zoning, including the governing body, planning and zoning boards, municipal attorneys and enforcement officers, be aware of the state law requirements.

The Tioga County Planning Board will accept referrals only from officials of the municipality involved, not from the applicant or prospective developer. The referral should be made on a Tioga County 239 referral form (available on the department website) and must be accompanied by "full statement" of the proposed action, which means all materials required by and submitted to the referring municipality as an application on the proposed action, including an environmental assessment form part I and all other materials required by the referring body to make its determination on significance pursuant to the state environmental quality review act.

This procedure is a **legal requirement** to obtain county input. More importantly, the referral process allows for a regional perspective to be brought into the decision making process. The goal is to encourage coordinated and quality development throughout the county. For these reasons, the points raised by the county must be seriously considered, or the referral process is ineffective.

The Tioga County Planning Board has thirty (30) days from the date of receipt of a full statement from a municipality to take action on a "239 Review". However, this 30-day period may be extended by mutual agreement. If the county fails to act on a referral in this time period, the law allows the municipality to take final action without regard to the county review and recommendation. Referrals must be received by the Tioga County Planning Department at least 12 days prior to the board's monthly meeting, which is held on the third Wednesday of each month.