TOWN OF ROTTERDAM CHANGE OF ZONE APPLICATION

PART I

PROCEDURES TO APPLY FOR A CHANGE OF ZONE (COZ)

1) The applicant must complete the following and present **twenty-two (22) complete sets** to the Public Works Department*. The change of zone (COZ) process will take an average of 60 days to complete.
    a. A completed COZ application (part II and III). A completed list of names and addresses of all property owners within three hundred (300) feet of the exterior boundaries of the subject property proposed for the change of zone will be completed by the Department of Public Works (DPW).
    b. A complete site plan and/or subdivision plan of proposed project.
    c. A copy of the current deed(s) of the property to be rezoned.
    d. A complete legal description of the exterior boundaries of the property proposed to be rezoned (this is needed for the legal notice and is in addition to any legal description(s) on the deed).
    e. A vicinity map depicting the location of the property and identifying at a minimum the nearest cross streets.
    f. A completed Full Environmental Assessment Form as provided in 6NYCRR PART 617.
2) The Town Board makes a decision whether or not to consider the application. If the Town Board makes a decision to consider the application, it will forward the application for recommendation to the Planning Commission. If the Town Board elects not to consider the application, the processing of the application does not continue.
3) The application materials will be transmitted to the Planning Commission for review and comment if the Town Board elects to forward the application to them. The applicant may address comments received on the proposal and make revisions to the application as warranted.
4) The COZ application and Planning Commission recommendation are forwarded to the Town Board for review. The Town Supervisor will place the COZ request on a Town Board agenda to call for a public hearing. If the Town Board elects to not call for a public hearing the process is considered complete and the legislative request will not proceed.
5) After the Town Board calls for a public hearing, the Supervisor's office notifies all property owners within three hundred (300) feet of the exterior boundaries of the subject property of the proposed COZ request and the public hearing date.
6) Public Hearing - The Town Board conducts a public hearing on the COZ request and makes a decision to approve or deny the application.

*If the proposed zoning is not in conformance with the Rotterdam Comprehensive Plan, it will be necessary to apply for a Comprehensive Plan Amendment. Contact the Town Planner concerning this requirement.

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TOWN OF ROTTERDAM CHANGE OF ZONE APPLICATION

All requested information shall be provided and must be filled out in black ink or typed for photocopying purposes.

Application Fee **$650**

Existing Zone Classification: _____

Proposed Zone Classification: _____

PART II
GENERAL INFORMATION

Legal Owner's Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: _____ Fax _____

If applicant is not the owner, include written owner authorization for the below-designated contact to serve as representative.

Owner's Designated Contact: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: _____ Fax _____

Project/Proposal Site Area: (Acres or sq. ft.) _____
Assessor Tax Parcel No.(s) of Site: _____
_____

Adjacent Parcels Owned or Controlled: (Acres or sq. ft.) _____
Assessor Tax Parcel No.(s) of Adjacent Land Owned or Controlled:
_____

Street Address of Proposed Site (if any): _____
_____

Describe Existing Use(s) on Proposed Site: (commercial vacant, residential, buildings, well, sewer drainfield, etc.)

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School District: _____ Fire District: _____

Water Supply _____

Proposed Use of Property:

( ) **A1** One-family dwelling
( ) **A2** Two-family dwelling
( ) **B1** Multiple Dwelling (permanent occupancy)
( ) **B2** Multiple Dwelling (transient occupancy)
( ) **B3** Multiple Dwelling (senior citizen housing)
( ) **B4** Multiple Dwelling (adult residential care facility)

( ) **C1** Business
( ) **C2** Mercantile
( ) **C3** Industrial
( ) **C4** Storage
( ) **C5** Assembly
( ) **C6** Institutional
( ) **C7** Miscellaneous

LEGAL INFORMATION

Location of Proposal Site: (General description by which direction and how far from roads and intersections and other community features)

_____

_____

_____

_____

_____

_____

_____

_____

Name of Public Road(s) Providing Access: _____

_____

Width of Property Fronting on the Existing Public Road in Linear Feet: _____

Does the Proposal Have Access to an Arterial or Planned Arterial? ( ) Yes ( ) No

Name(s) of Arterial Road(s): _____

_____

_____

A legal description of the proposed site must be attached: ( ) Yes ( ) No

A copy of the assessor's map of the proposed site must be attached: ( ) Yes ( ) No

A copy of the most current deed(s) of the proposed site must be attached: ( ) Yes ( ) No

(All applications must contain a legal description that describes the exterior boundaries of the entire area to be rezoned. Please include the legal description for the entire area to be rezoned and also a copy of the assessor's map. A simple copy of the deed is not sufficient to process the change of zone request).

If you do not hold title to property, what is your interest in it? _____

_____

_____

_____

What factors support this rezone? (This may be provided on a separate sheet of paper if necessary)

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UTILITIES

Proposed Source of Water:
( ) Public System
( ) Other, please describe _____
( ) Individual Wells
( ) Private Community System

_____

Proposed Means of Sewage Disposal:
( ) Public Sewer
( ) Septic Tank & Leachfield
( ) Other, please describe _____

_____

_____

PART III

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SURVEYOR/ARCHITECT/ENGINEER VERIFICATION

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I, the undersigned, a licensed land surveyor, architect, and/or engineer, have completed the information requested. The legal description has been prepared by me or under my supervision in accordance with the requirements of the Town of Rotterdam regulations and the laws of the State of New York.

Signed: _____ Date: _____

Address: _____ Phone: _____

_____ Zip: _____

PLEASE AFFIX SURVEYOR/ARCHITECT/ENGINEER SEAL HERE

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LEGAL OWNER SIGNATURE

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(Signature of legal owner or representative as authorized by legal owner)

I, the undersigned, swear or affirm under penalty of perjury that the above responses are made truthfully and to the best of my knowledge.

I further swear or affirm that I am the owner of record of the area proposed for the previously identified land use action, or, if not the owner, attached herewith is written permission from the owner authorizing my actions on his/her behalf.

Name: _____ Date: _____

Address: _____ Phone: _____

_____ Zip: _____

_____ _____

Signature of applicant or representative Date

NOTARY

STATE OF NEW YORK) ss:
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2_ _ _

NOTARY SEAL _____

Notary Signature

Notary Public in and for the State of New York
Residing at: _____
My appointment expires: _____

PLEASE AFFIX NOTARY SEAL HERE