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# TOWN OF ROTTERDAM CHANGE OF ZONE APPLICATION

## PART I

### PROCEDURES TO APPLY FOR A CHANGE OF ZONE (COZ)

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- 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 elects not to consider the application, it is returned to the applicant and any applicable fee(s) on the COZ are refunded. If the Town Board makes a decision to consider the application, it will forward the application for recommendation to the Planning Commission.
- 3) The application materials will be transmitted to the Planning Commission for review and comment. The applicant may then address the comments received on the proposal and make revisions to the application as warranted.
- 4) The COZ application is then forwarded to the Town Board for review and they will call for a public hearing if they make a decision to consider the application. . If the Town Board elects not to consider the application, it is returned to the applicant and any applicable fee(s) on the COZ are refunded.
- 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 proposed for the zone change as prepared by the Department of Public Works (DPW).
- 6) The COZ application packet is reviewed by the Planning Commission at their next scheduled meeting for review and vote for recommendation to the Town Board for approval or denial.
- 7) The Planning Commission Chairman documents the recommendation and forwards its decision to the Town Board.
- 8) Public Hearing - The Town Board conducts a public hearing on the COZ request and makes a decision to approve or deny the application. It should be noted that the Town Board could overrule a Planning Commission recommendation with a 4-1 vote.

\*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 \$500

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): \_\_\_\_\_



**LEGAL INFORMATION**

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

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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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**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: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
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