



TOWN OF ROTTERDAM CHANGE OF ZONE APPLICATION

PART I

PROCEDURES TO APPLY FOR A CHANGE OF ZONE (COZ)

ALL APPLICATIONS SHALL BE SINGLE SIDED AND COLLATED

PROVIDE AN ELECTRONIC COPY OF ALL APPLICATION MATERIALS TO PETER COMENZO AT PCOMENZO@ROTTERDAMNY.ORG

- 1) The applicant must complete the following and present **twenty-two (22) complete sets** to the Public Works Department* along with an electronic set. The change of zone (COZ) process will take an average of 90 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 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. 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) If the Town Board calls for a public hearing, the DPW office notifies all property owners within three hundred (300) feet of the exterior boundaries of the subject property of the proposed COZ request with the public hearing date.
- 6) Public Hearing - The Town Board conducts a public hearing on the COZ request and may make a decision to approve or deny the application or make a decision at the next Town Board meeting.
- 7) A check with applicable fee(s) made payable to "Town of Rotterdam" and submitted with the completed Change of Zone application. This fee is non-refundable



TOWN OF ROTTERDAM CHANGE OF ZONE APPLICATION

Application Fee \$1,000

Existing Zone Classification: _____

Proposed Zone Classification: _____

PART II GENERAL INFORMATION

Legal Owner's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ E-mail: _____

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: _____ E-mail: _____

Project/Proposal Site Area: (Acres or sq. ft.) _____

Assessor Tax Parcel No.(s) of Site: _____

Adjacent Parcels Owned or Controlled and Tax Map Parcel No: (Acres or sq. ft.) _____

Street Address of Proposed Site (if any): _____

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

School District: _____

Fire District: _____

Water Supply: _____

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)

Does any City officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? YES ____ NO ____ . If yes, a statement disclosing the name, residence, nature and extent of this interest must be filed with this application.

UTILITIES

Proposed Source of Water:

- Individual Wells Public System Private Community System
 Other, please describe _____

Proposed Means of Sewage Disposal:

- Public Sewer Dry Sewer Community System
Septic Tank & Leachfield Other, please describe _____

PART III

SURVEYOR/ARCHITECT/ENGINEER VERIFICATION

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

LEGAL OWNER SIGNATURE

(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

TOWN OF ROTTERDAM



John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org

LETTER FROM PROPERTY OWNER GRANTING AUTHORIZATION TO ACT

A COPY OF THIS LETTER MUST BE SUBMITTED FOR EACH PROPERTY OWNER
INVOLVED

I, _____, being duly sworn declare that I am the
(PROPERTY OWNER)

owner of the property involved in a proposed _____ application request before the
Town of Rotterdam for property known as parcel number (s):

Tax Parcel Number(s): _____

I hereby grant _____ and/or their agent(s) to act on my behalf.

I further declare that all statements, answers, and information herein submitted is in all respects true and
correct to the best of my knowledge and belief.

Signature (Authorized Representative): _____

Date: _____

NOTARY

STATE OF NEW YORK) ss:

COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 202_

NOTARY SEAL

Notary Signature

Notary Public in and for the State of New York

Residing at: _____

My appointment expires: _____