

Help Sheet for Filing a "PETITION FOR ZONE CHANGE"

1. If you are the person who wants the zone change, print or type your full name and address (including city, state and zip code) in the first space.

If you do not presently own the property, print or type the owners full name and address (including city, state and zip code), in the second space. If you own the property, print or type "Same" in this space.

If you are not sure of the current zoning classification and what proposed classification (zoning district) is best suited for your intended use contact the County Zoning office.

2. You need to provide a clear description of only that part of the land that you wish to rezone. You may need to obtain the services of a registered land surveyor to assist you with this question. If the entire parcel is proposed to be rezoned, the legal description from last year's tax bill is usually acceptable. Be sure to include the parcel identification number which starts with the number 37, also from your tax bill.
3. There have been circumstances when, during the public hearing, we have found out about uses that are proposed that have not been listed. This has the potential to delay your application a month or more while you re-file. For example, used car sales is a use that is allowable in more than one classification, but if body work and/or repair are also intended on the property, a "heavier" zoning is required. Be complete and specific when listing proposed uses.
4. You will probably experience the most difficulty with the questions under this subsection, but please take time to thoughtfully consider each question.
 - A. Consider what facilities and services your proposed use will need. For example, are the public roads adequate to serve your expected needs? What impact will your use have on traffic volume? Will you need snow removal early in the morning or late in the afternoon to provide access? Will you expect increased patrols by police? Is the local fire department able to respond and contain a fire for your proposed use?
 - B. Will the Town police or fire departments or any other public agency have to increase scheduled maintenance, buy additional equipment or obtain training to serve your intended use?
 - C. What have you done to determine that the land on which you wish to start the new use can actually support the use? If you need a septic system, has soil testing been done? Is there an adequate water supply? Are the soils capable of supporting the type of structure(s) that you are proposing? Is any or all of the property in a floodplain or wetland?
 - D. Will there be any discharge of waste or water not associated with a septic system? What provisions have been, or will be, made to dispose of any solid or hazardous waste? Will there be any discharges to the air other than normal exhaust from a conventional heating system? Will there be soil exposed for periods of time which could cause erosion and sedimentation? Is the site unique as compared to the surrounding land? A few photos of the site may be an important addition to your application.

OVER

- E. Will you have neighbors who will object to any part of your operation, such as noise, late night deliveries, increased traffic, dust, odors or any other aspect of your proposal. It is probably not a good idea to try to start a heavy use like metal fabrication next to a residential use as these uses are not compatible and should not be put together.
 - F. What are the logistics of your proposed use? Do you need to be located here because of proximity to clients, ground or air transport, raw materials, or any other factor?
 - G. Could you locate this proposed use somewhere else where you would be grouped with a number of other similar uses? If not, why not?
 - H. One major concern of county zoning is a loss of cropland. If the answer to this question is 'no', also state what the land use currently is, i.e. woodland, pasture, abandoned farm, subdivision lot, etc. If the land is being cropped, the county soils survey will give you an indication of productivity.
 - I. If the only alternative is to convert cropland to your intended use what will you do to use the least amount possible?
- 5. A clear, well prepared map is very important to your application. We will not accept a sketch that has approximate dimensions or that is not legible. If a surveyor is going to be hired to prepare the legal description you may wish to have him/her also prepare your map. If an existing survey map exists use it if possible, but be sure the scale meets the 1"=200' or larger requirement.
 - 6. Write your full name in this space. Give us your full phone number including area code and fill in the date that you mail it or are going to bring it in.
 - 7. Get the owner to sign, fill in the phone number and date the application. If he/she is a non-resident a letter from him/her authorizing you to petition for a zone change with their signature(s), phone number and date will be accepted.

Do not forget the FEE, and submit only ORIGINALS. If you want to keep a copy, you certainly may, but don't send copies for your application. Plan on being at the hearing. They are usually held on a weekday afternoon and you will be notified of the date and time by certified mail. If you or someone representing you is not at the hearing, barring circumstances beyond your control, your petition will be denied.

Carefully re-read your application and review all the maps and information you will be submitting before you send or bring it in.

Thank you for the time you have taken with your application. The time and effort you spend helps the Zoning Committee and the Town Board determine if your intended use is appropriate for the area in which it is being proposed. Hopefully, by answering these questions you also have a better idea of need, suitability and compatibility of your intended use.

If you have additional questions about the form you may contact us as indicated below.