

TOWN OF GREECE
INSTRUCTIONS TO APPLICANTS
CHANGE OF ZONING CLASSIFICATION (REZONING)

A. APPLICATION REQUIREMENTS

Application for a change of zoning classification (rezoning) must be submitted to the Department of Development Services. **No application will be accepted unless and until it is complete.** The following items must be checked and submitted as part of the application:

- [] 1. A completed Application Form that is signed by the applicant or by the property owner. The application form must be ***printed in color***, using the latest version (available at Town Hall or on the Town's website). The application form must be signed by the applicant and notarized. The Applicant may be the property owner or another person or entity having proper permission from the property owner such as a letter of permission signed by the property owner or an executed sale contract. Application forms may not be signed by a design professional or attorney on behalf of the applicant.
- [] 2. If the applicant does not own the subject property, proof that the applicant has authority to apply as agent for the owner(s). Proof may be in the form of a signed purchase offer or lease agreement, or a letter of authorization that is signed by the owner(s).
- [] 3. One (1) electronic version of a description of the boundary of the property that is proposed to be rezoned, **typed in Microsoft Word or a Word-compatible word processing format.**
- [] 4. Eighteen (18) copies of a map prepared by an engineer, surveyor, or architect who is licensed by the State of New York. The map must show the property that is proposed to be rezoned and the entire lot in which the proposed rezoning is located. The mapped boundaries of the property that is proposed to be rezoned must be consistent with the written boundary description. The map must be drawn at a scale that is not smaller than 1 inch = 100 feet, and must include the following: north arrow; inset location map that is drawn at a scale of 1 inch = 1000 feet or larger; surface features and existing easements on the subject property; acreage of the land that is proposed to be rezoned; and property lines, Monroe County Tax Map Numbers, owners, and zoning classification of all lots that immediately surround the subject property. Plans must be **folded** to a size not larger than 9" x 12". Plans that are not folded to this size will not be accepted. **Plans must be printed from the original drawing. Photocopies and prints made from electronic files will be accepted only if each print has the wet seal and signature of an engineer, surveyor, or architect who is licensed by the State of New York.**

All proposed buildings, parking lots, or subdivisions of land must be shown on a plan prepared by an engineer, surveyor, or architect who is licensed by the State of New York. This information may be shown on the same map that is described above, provided that, in the opinion of the Department of Development Services, all information can be read clearly on one map. Otherwise, all proposed development must be shown on a second map. If possible, the second map should be drawn at the same scale as the first map. If a second map is prepared, fifteen (15) copies of this map also must be submitted. Plans must be folded to approximately 9" x 12" or smaller. Plans that are not folded to this size will not be accepted. **Plans must be printed from the original drawing. Photocopies and prints made from electronic files will be accepted only if each print has the wet seal and signature of an engineer, surveyor, or architect who is licensed by the State of New York.**

- [] 5. Eighteen (18) copies of a map that shows a wide view of the area surrounding the property that is proposed to be rezoned. The map must be drawn at a scale that is not smaller than 1 inch = 200 feet, and must include the following: north arrow; the property that is proposed to be rezoned and the entire lot in which the proposed rezoning is located; acreage of the land that is proposed to be rezoned; and property lines and Monroe County Tax Map Numbers of all lots that surround the subject property. The map must be folded to approximately 9" x 12" or smaller. Plans that are not folded to this size will not be accepted. **In many cases, current Monroe County tax maps will fulfill this application requirement. Photocopies will be accepted and do not need the wet seal and signature of an engineer, surveyor, or architect who is licensed by the State of New York.**
- [] 6. A brief description of the development proposed for the property that is to be rezoned.
- [] 7. **One (1) reduced-size copy of the plan for the development of the property. The reduced-size plan must be on 11" x 17" paper ONLY.**
- [] 8. The application fee. **This fee is nonrefundable.** Checks must be made payable to "Town of Greece."
- [] 9. An Environmental Assessment Form, which is completed by the applicant or by an authorized representative. Additional environmental information may be requested by the Town Board or by the Department of Development Services. Depending on the location, nature, and extent of the proposed use, an Environmental Impact Statement also may be required.

B. NOTIFICATION REQUIREMENTS

Notice of a public hearing for a rezoning will be mailed by the Department of Development Services to surrounding property owners about two (2) weeks before the scheduled public hearing. In most cases, the owners of all properties that are within 500 feet of the subject property must be notified. Upon written request, this requirement may be modified by the Town Board.

In addition to the mailed notification, the applicant also must place at least one (1) poster on the property that is proposed to be rezoned. The poster(s) must be placed on the subject property at least ten (10) days before the scheduled public hearing. **The poster(s) are provided by the Department of Development Services and must be obtained in person.**

C. GENERAL INFORMATION AND PROCEDURES

1. Authority. New York State Town Law, Sections 261 through 265, authorize and empower the Town of Greece Town Board to establish, change, or eliminate zoning regulations and zoning districts.
2. Public Hearing. The proposed rezoning must be presented by the applicant or an authorized representative at a public hearing that is held by the Town Board. **The Town Clerk's Office will notify the applicant of the date and time of the public hearing.** At the public hearing, all interested persons may offer comments on the proposed rezoning. Additional written information may be submitted before or during the public hearing.

3. Town Board Meeting Schedule. With a few exceptions, Town Board meetings are held at 6:00 p.m. on the third Tuesday of each month. **A copy of the meeting schedule is attached.**
4. Staff Review. After a complete application for rezoning is received, it will be reviewed by the Department of Development Services and other Town of Greece staff. Applicants will be contacted by the appropriate staff if there are any questions or comments.
5. Town Board Decision. The Town Board may approve, approve with modifications, or deny an application for rezoning. In addition to the announcement of the decision at a Town Board meeting, a formal copy of the Town Board's decision will be mailed to the applicant.