

TOWN OF GLENVILLE

CHANGE OF ZONING

INSTRUCTIONS AND APPLICATION (Please read thoroughly)

A. GENERAL INFORMATION

The applicant should read these instructions thoroughly before completing the application. The applicant should also retain these instructions (pages 1-4) for reference during the change of zoning procedure.

Applicants should be aware that the Glenville Environmental Conservation Commission (GECC), Planning and Zoning Commission (PZC) and Town Board all have review authority over change of zoning applications. While the Town Board will ultimately decide on the application, both the GECC and PZC play a very important advisory role in the change of zoning process.

B. MATERIALS TO BE SUBMITTED

A complete application must be filed with the Planning Department at least twelve (12) calendar days prior to the next scheduled meeting of the GECC. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

A "complete" application shall consist of the following:

1. Twenty-four (24) copies of a completed application form, as attached herein.
2. Twenty-four (24) copies of a conceptual site plan and relevant supporting documentation. (See Section E)
3. Twenty-four (24) copies of Part 1 of the Full Environmental Assessment Form (FEAF), as attached herein. The FEAF is used to determine if the zoning change may result in any significant environmental impacts, as defined by the State Environmental Quality Review Act (SEQRA) and the Town of Glenville's Local Law #4 of 1984. If it is determined that the proposal may result in a significant environmental impact, the application will be subject to a more detailed review as mandated by SEQRA and Local Law #4 of 1984.
4. The application fee. **FEES MUST BE SUBMITTED WITH THE APPLICATION TO BE CONSIDERED COMPLETE.** The fees are:
 - \$275.00 for a change of zoning to residential, **OR**
 - \$375.00 for a change of zoning to other than residential; **PLUS**
 - 1% of the total cost of surveying, planning, engineering, etc., or \$10.00; whichever is more. (SEQRA fee). The actual cost of construction is not to be included as part of the "total cost".

C. REVIEW PROCEDURES

All change of zoning applications are subject to the following review procedures:

1. Planning Department Review

The Town Planner and/or Town Building Inspector, or an appropriate staff member of the Building or Planning Department, conducts a preliminary review to determine if the application is complete. If the application is complete, it will be placed on the next GECC agenda. If the application is not complete, the applicant will be directed to prepare a complete application.

2. Glenville Environmental Conservation Commission (GECC) Review

The GECC, acting in an advisory capacity to the Planning and Zoning Commission (PZC) and Town Board, conducts the first substantive review of the proposal during one of their regular meetings. In so doing, the GECC will make a recommendation as to whether or not the application may result in a significant environmental impact.

As an advisory body, the GECC cannot approve or deny an application. However, they can ask the applicant to revise the application subject to additional GECC review. Following their review, the GECC will forward their recommendation to the PZC and ultimately, the Town Board.

Should the GECC table an application, the revised plan/application again must be submitted to the Building/Planning Department at least twelve (12) calendar days prior to the next GECC meeting in order to be placed on their agenda.

3. Planning and Zoning Commission (PZC) Review

Like the GECC, the PZC serves only in an advisory capacity on change of zoning applications. In conducting their review, the PZC will evaluate the proposal based on whether or not the zoning change will be in conformance with the Town of Glenville Comprehensive Plan. Other factors considered include compatibility with neighboring land uses, protection of land values, and protection of the character of the neighborhood.

Should the PZC table the application, the revised plan/application again must be submitted to the Building/Planning Department at least ten (10) calendar days prior to the next PZC meeting in order to be placed on their agenda.

4. Town Board Review

The Glenville Town Board, as the Town's legislative body, is the only Town agency with authority to approve or deny a zoning change application. If the Town Board chooses to consider the application, they are required to conduct a public hearing prior to making a decision.

In making their decision, the Town Board will consider the recommendations of the GECC and PZC, as well as those comments and concerns raised at the public hearing. Factors to be considered include compatibility with the Comprehensive Plan, compatibility with neighboring land uses, protection of land values, protection of the character of the neighborhood and the appropriateness of the existing zoning designation.

D. MEETING DATES

The GECC, PZC and Town Board meet on the dates designated below. The applicant, or a representative of the applicant, should be present at all meetings in order to address issues and questions raised by the various commissions/boards.

1. GECC - Meets on the 4th Monday of every month at 7:00 P.M.
2. PZC - Meets on the 2nd Monday of every month at 7:00 P.M.
3. Town Board - Meets on the 1st and 3rd Wednesday of every month at 7:30 P.M.
However, in June, July, and August the Town Board meets only on the 3rd Wednesday of every month.

All meetings take place at the Glenville Municipal Center.

E. SITE PLAN CHECKLIST

It is generally assumed that change of zoning applications are presented with a development scheme in mind. While specifics of the development may not be finalized at the time of the change of zoning application, the applicant should nonetheless present a conceptual site plan. The following elements should be included on the conceptual site plan:

1. A location map showing the site in relation to adjacent streets and intersections. The location map can be an inset map on the actual conceptual site plan.
2. Title of application, including the name and address of the applicant.
3. North arrow, scale and date.
4. Dimensions of the property and its boundaries.
5. Contiguous property ownership and zoning classification.
6. Conceptual layout of buildings, parking areas, driveways, landscaping, drainage facilities and septic systems.
7. Topography suitable to determine the general drainage pattern on the property.
8. Accurate depiction of watercourses, floodplains and regulated freshwater wetlands.
9. Approximate depiction of existing vegetation.

TOWN OF GLENVILLE

CHANGE OF ZONING APPLICATION

**All questions must be answered in entirety.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

TO BE COMPLETED BY THE APPLICANT:

Name of Project/Business: _____

Location of Project/Business: _____

Tax Map ID# _____ **Current Zoning:** _____

Applicant: _____ **Proposed Zoning:** _____

Property Owner (if different from applicant)

Name: _____ **Name:** _____

Address: _____ **Address:** _____

Phone: _____ **Phone:** _____

Developer/Contractor: _____ **Contact Person** (to whom all correspondence will be directed):

Name: _____ **Name:** _____

Address: _____ **Address:** _____

Phone: _____ **Phone:** _____

Describe the zoning change proposal and its purpose: _____

SIGNATURE OF PROPERTY OWNER: _____ **DATE:** _____

TO BE COMPLETED BY THE TOWN:

Application fee: _____ **SEQRA Fee:** _____

Date Received: _____ **By:** _____
