



APPLICATION TO THE VICTOR TOWN BOARD

REZONING / PDD AMENDMENT

Instructions to Applicant

Initial submission to the Town Clerk shall be as follows:

Submit 4 hard copies and an electronic copy of the Application Packet which shall include:

- Letter of Intent
- Application
- Short or Long Form Environmental Assessment Form
- Petition to rezone the land
- Legal boundary description
- If rezoning is to a Planned Development District (PDD) or contingent on a specific site plan or other land use application, then include such applications
- Consent of property owner shall be submitted

A non-refundable fee of \$300.00 shall accompany this application.

After submission of the above items, staff will conduct an initial review of the materials for completeness. Upon determination by the Town Attorney and the Town Engineer of completeness, and review by the Planning and Building Department staff, the applicant shall submit 20 hard copies of the application packet. The packet must include any updates/revisions recommended by the Town Attorney, Engineer, or the Planning Department. (An updated electronic copy if updates/revisions)

Applicant will be responsible for legal & engineering fees that are incurred while consulting with the Town Attorney and Town Engineer for projects including but not limited to applications pending before the Town Board, Planning Board, and Zoning Board of appeals.

Any revisions requested by the applicant **AFTER** the Town Board deems the application complete and the required referrals, may necessitate the proposed draft action to be resubmitted.

The Town Board, as part of its resolution to rezone, may impose conditions that it deems to be in the best interests of the health, safety and general welfare of the community.

1. APPLICANT:

Name _____ Phone _____

Address _____

Email _____

Interest in Property: Owner _____ Lessee _____ Other _____

2. OWNER: (if other than above)

Name _____ Phone _____

Address _____

Email _____

Is acreage under option or contract to sell? _____

3. ATTORNEY: (if represented)

Name _____ Phone _____

Firm _____

Address _____

Email _____

4. ENGINEER:

Name _____ Phone _____

Firm _____

Address _____

Email _____

5. LOCATION OF PROPERTY TO BE REZONED:

Address _____

(Attach any easements affecting the property)

7. SIZE OF PARCEL (Acres): _____

8. TAX MAP NO.: _____

9. PRESENT USE OF PROPERTY: _____

10. PRESENT ZONING DISTRICT: _____

11. PROPOSED ZONING DISTRICT: _____

12. Describe specifically the nature of your request:

13. Describe the location, use and size of structures and other land use within 1000 feet of the boundaries of the subject property.

14. You must show that your proposal will be in harmony with the general purpose and intent of the Zoning Ordinance of the Town of Victor, considering the location, the nature and intensity of the operations involved in or conducted in connection with it, and the size of the subject property with respect to the streets giving access to the subject property. How will the proposed change effect adjacent parcels (including traffic, ingress/egress, property values, drainage, and character of neighborhood and intensity of use)?

15. You must show that your proposal will be in harmony with the general purpose and intent of the Strategic and Comprehensive Plans of the Town of Victor. Please provide a brief narrative that describes the relation of the proposal to the most recent update of the Comprehensive Plan.

16. You must provide a written report substantiating the economic need and demand for the type of planned zoning district proposed. The report must include the method and timetable for development of the district.

I certify that the information supplied on this application is complete and accurate and that the project described, if approved, will be completed and the premises used as stipulated in this request. The Owner or Agent of the Owner is familiar with and will comply with the requirements of the Town Zoning Law, the Town Subdivision Regulations and any additional amendments therein and other appropriate Town ordinances and regulations with regards to this project.

Signature of Applicant

Date

Owner (if other than above)

I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.

Signature of Owner

Date

Victor Town Board Procedures for Rezoning/PDD Amendment Process

Step	Task	Completed
1.	Petitioner submits 4 copies of the application packet to the Town Clerk's Office with the \$300.00 application fee.	<input type="checkbox"/>
2.	Town Clerk refers application packet to the Town Attorney and Town Engineer for completeness.	<input type="checkbox"/>
3.	Town Attorney and/or Town Engineer determine application:	
A.	Not complete	<input type="checkbox"/>
	Applicant submits requested information for resubmission to Town Attorney and/or Town Engineer.	<input type="checkbox"/>
B.	Complete	<input type="checkbox"/>
4.	Applicant submits 20 copies of the application packet (including additions/revisions as requested). Town Clerk requests Rezoning/Amendment placed on Town Board Meeting Agenda.	<input type="checkbox"/>
5.	Draft Local Law prepared	<input type="checkbox"/>
6.	At the TB meeting, the TB formally receives from the TC the request for rezoning and adopts a resolution to deem the application complete and the 239M referral to the OCPB & PB.	<input type="checkbox"/>
7.	TC submits application packet to the PB & OCPB per 239M.	<input type="checkbox"/>
8.	The TB requests Lead Agency or defers Lead Agency to the PB. Application packet sent to involved & interested agencies	<input type="checkbox"/>
9.	Lead Agency Determination	<input type="checkbox"/>
	Receipt of OCPB comments	<input type="checkbox"/>
	Receipt of PB comments	<input type="checkbox"/>
	TB sets PH date	<input type="checkbox"/>
10.	TC to submit a legal notice of the public hearing.	<input type="checkbox"/>
11.	PH Notice mailed to property owners & bordering municipality if applicable.	<input type="checkbox"/>
12.	At the public hearing, the TB reviews the requested rezoning, EAF and the PB & OCPB referral comments.	<input type="checkbox"/>
13.	Any documentation to be addressed at the Public Hearing should be available for the general public to review prior to the public hearing. If there is additional information submitted at the public hearing, then the public should be given additional time to review the entire record	<input type="checkbox"/>
14.	Once the public hearing is closed, the TB must make a determination of significance under SEQR before taking action upon the requested rezoning. TE to prepare SEQR resolution to be included in the TB packets.	<input type="checkbox"/>
15.	After the TB adopts local law, the TC completes Local Law filing and sends to TA for review. The TA returns the local law to TC for filing with the Secretary of State.	<input type="checkbox"/>
16.	The Secretary of State notifies the TC of the filing of the local law. Upon receiving the filing notice from the State	<input type="checkbox"/>
A.	If a rezoning - TC publishes Adoption of Rezoning Notice.	<input type="checkbox"/>
(1)	Town Engineer to amend Zoning Map	<input type="checkbox"/>
B.	If rezoning or PDD amendment sends Local Law to:	<input type="checkbox"/>
(1)	General Code	<input type="checkbox"/>
(2)	Town Codes office	<input type="checkbox"/>
(3)	Planning Department	<input type="checkbox"/>