

**TOWN OF PARMA
APPLICATION FOR REZONING**

- A. 1) PROJECT _____
- 2) LOCATION _____ Tax Acc't. _____
- 3) LAND OWNER (FEE TITLE) _____ Phone # _____
- 4) ADDRESS _____
- 5) APPLICANT _____ Phone # _____
- 6) ADDRESS _____
- 7) PROOF OF TITLE OR INTEREST IN PROPERTY SUBMITTED
Purchase offer _____ Option _____ Current Owner _____ Other _____

- B. 1) Property dimensions _____ Area in Acres _____
- 2) Current Zoning of Property _____
- 3) Existing Use of Property _____
- 4) Requested Zoning _____
- 5) Proposed Use of Property _____
- _____
- 6) Attach additional information on the history of the use of the property, which you feel is supportive of the application. Additional information attached? _____
- 7) Provide a map or maps showing the property proposed for rezoning and also existing zoning within 1,000 feet of the property.

C. FEES (See current fee schedule as adopted by the Town Board)

- | | | |
|---|---------------------------------|-----------------|
| 1) APPLICATION FEE | \$ 25.00 | Date Paid _____ |
| 2) PUBLIC HEARING FEE | \$ 100.00 | Date Paid _____ |
| 3) PUBLICATION AND ZONING MAP REVISIONS | \$ 50.00 plus \$ 10.00 per acre | Date Paid _____ |

- D. This application completed by _____ Date _____

I hereby acknowledge that I have read and completed the above application and accept responsibility for all fees incurred, and understand that the Town of Parma may withhold approvals until all fees are properly paid.

X _____
Signature

*Note: If applicant is a Corporate Entity, provide information on the name of the corporation, its officers and their addresses.

TOWN OF PARMA

PROCEDURES FOR RE-ZONING

- 1) Consult with the Building Department staff regarding the existing zoning of the parcel and the area in general.
- 2) Identify the site and intended use(s) to be sure they will be allowed under the requested zoning district.
- 3) Informal informational appearances may be made before the Town Board and Planning Board but are not required.
- 4) File an application for re-zoning accompanied by the current application fee. A survey map, legal description of the parcel requested for re-zoning and an Environmental Assessment Form (EAF) must be submitted with the application. (Note: The acceptance of the application and fee do not imply that the Town Board will act favorably on the request.)
- 5) Town Board receives the application and determines what action will be taken. There are 3 alternatives.
 - a. The Town Board can decide that the request is not in the best interest of the Town and dismiss it without further review.
 - b. The Board refers it to Planning Board for comments before deciding on holding a hearing.
 - c. The Town Board can proceed directly with a Public Hearing.
- 6) Public Hearing is scheduled and legal notice published by Town Clerk.
 - a. Current Hearing fee must be paid.
 - b. Applicant must notify all property owners within 500 feet of any part of the property proposed for re-zoning.
 - c. Town will post a sign on the property regarding re-zoning action.
 - d. Refer application & EAF to Conservation Board for comments.
- 7) Public Hearing is held.
 - a. Applicant must present the facts and make a case for re-zoning.
 - b. Maps and graphics are very helpful.
 - c. Public comment is taken.
 - d. Town Board must also consider environmental aspects and make a SEQR declaration. Conservation Board comments should be reviewed & considered prior to declaration.
 - e. The Town Board may extend the action and decision to a future meeting.
- 8) Town Board passes the appropriate resolution to deny, modify or approve the request.
- 9) If approved, applicant must provide a final survey map and pay the appropriate map change fees.