

**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 Planning and Zoning Commission (PZC) and Town Board have review authority over change of zoning applications. While the Town Board will ultimately decide on the application, the PZC plays a very important advisory role in the change of zoning process.

**B. INSTRUCTIONS FOR TYPE I SEQR ACTIONS**

For Type I SEQR actions, these instructions and the application form herein do not apply. Please see "CHANGE OF ZONING INSTRUCTIONS AND APPLICATIONS FOR TYPE I SEQR ACTIONS" for any change of zoning that exceeds that Type I SEQR threshold. If you have any questions about whether a particular application qualifies as a Type I SEQR action, please contact the Town of Glenville Economic Development and Planning Department.

**C. MATERIALS TO BE SUBMITTED**

A complete application must be filed with the Economic Development and Planning Department at least fourteen (14) calendar days prior to the next scheduled meeting of the PZC.

A "complete" application shall consist of the following:

1. Sixteen copies (16) of a completed application form, as attached herein.
2. Sixteen copies (16) of a conceptual site plan and relevant supporting documentation. (See Section E)
3. Sixteen (16) 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 (SEQR). 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 SEQR.
4. The application fee:
  - \$350.00 for a change of zoning to residential, **OR**

- \$500.00 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. (SEQR fee). The actual cost of construction is not to be included as part of the “total cost”.

#### **D. APPLICATION PROCEDURES**

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

##### 1. Economic Development and Planning Department Review

Staff of the Town Economic Development and 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 PZC agenda. If not complete, the applicant will be directed to prepare a complete application.

##### 2. Planning and Zoning Commission (PZC) Review

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 Economic Development and Planning Department at least fourteen (14) days prior to the next PZC meeting in order to be placed on their agenda.

##### 3. 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 recommendation of the 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.

#### **E. MEETING DATES**

The 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.

**PZC - Meets on the 2<sup>nd</sup> Monday of every month at 7:00 P.M.**

**Town Board - Meets on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month \*\***

\*\* However, in June, July and August the Town Board meets only on the 3<sup>rd</sup> Wednesday of every month.

All meetings take place at the Glenville Municipal Center.

## **F. SITE PLAN CHECKLIST**

It is generally assumed that change of zoning applications are presented with a development scheme in mind. And while specifics of the development may not be finalized at the time of the change of zoning application, the applicant should nonetheless be able to 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. Northpoint, 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. Location of watercourses, floodplains and regulated freshwater wetlands. If any of these are located on the site, their location and boundaries shall be accurately depicted.
9. Approximate depiction of existing vegetation.

**TOWN OF GLENVILLE  
CHANGE OF ZONING APPLICATION**

**I. TO BE COMPLETED BY THE APPLICANT: (All questions must be answered)**

**Name of Project** \_\_\_\_\_

**Location of Project** \_\_\_\_\_

**Tax Map ID#** \_\_\_\_\_ **Current Zoning Classification** \_\_\_\_\_

**Proposed Zoning Classification** \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner: (if different than applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

**Developer/Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

**Contact Person:**

(to whom all correspondence will be directed)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Describe the zoning change proposal and its purpose**

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**II. TO BE COMPLETED BY TOWN:**

**Application fee**                    \$ \_\_\_\_\_

**SEQR fee**                         \$ \_\_\_\_\_

**Date Received** \_\_\_\_\_ **by** \_\_\_\_\_