

Town of Poughkeepsie

1 Overocker Road
Poughkeepsie, NY 12603

845-485-3620 Phone
845-485-3701 Fax

Instructions for an Application for Change of Zone

Meetings:

The Town of Poughkeepsie Town Board meets in regular session on the first and third Wednesday of each month starting at 7:00 PM.

Committee of the Whole workshop meetings are held on the second Wednesday of each month starting at 7:00 PM.

Application Deadline:

All submittals are due no later than 12:00 PM (noon) on the Wednesday prior to the date of the Town Board meeting.

All applications shall include the following:

1. Original and nine (9) copies of the completed application forms and affidavits.
2. Ten (10) copies¹ of a tax map depicting the properties proposed for the Change of Zone and depicting all properties within 500 feet.
3. Ten (10) copies¹ of a plan of development for the properties proposed for the Change of Zone.
4. Original and nine (9) copies of a Part 1 Long Form EAF.
5. A CD, flash drive, or SD Card with an electronic copy of all applications, forms, documents, and maps. The digital copy shall be in a pdf, jpg, tiff, or other suitable write-protected image format capable of being opened and viewed using any standard Windows and Apple based software.
6. Application Fee as set forth in Chapter 105 of the Town Code.
7. Escrow Review Fee as set forth in Chapter 106 of the Town Code.

1. All maps shall be folded. Maps that are not folded will not be accepted.

8. Prior to the Town Board Public Hearing, Applicant must provide copies of (preferred certified) letters proving that you, the applicant, has notified adjacent property owners of the nature of the proposed zoning change. A list consisting of names and addresses of all adjacent property owners that have been notified should also be provided.

9. A sign indicating a zoning change must be conspicuously posted on the parcel affected by the proposed change by the applicant. This sign will be provided by the Town at the Town Clerk's Office for a fee of \$70.00; a sign permit is not required. The sign is to be picked up and posted after the meeting in which the date for public hearing for the rezoning is set. The sign must be posted at **least 10 days in advance of the public hearing**. The sign will remain posted on the property until **no later than 10 days after the public hearing**. The sign will then be returned to the clerk's office and the applicant will be given back the 70.00 deposit check, providing the sign is in good (same) condition.

9. Describe the Project for which the Change of Zone is requested: _____

10. Will the Project require any of the following additional approvals? (Check all that apply)

Lot Line Revision	<input type="checkbox"/>	Subdivision	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>	Land Contour Permit	<input type="checkbox"/>
Aquatic Resources Permit	<input type="checkbox"/>	Floodplain Development Permit	<input type="checkbox"/>
Area Variance	<input type="checkbox"/>	Use Variance	<input type="checkbox"/>

11. Attach a copy of the current deed for the property(ies).

12. Attach a copy of the executed Contract of Sale or Option to Purchase (if applicable).

By His/Her signature the Applicant avows that: 1) He/She has read this application and is familiar with its contents and that the information provided is complete and true to the best of the Applicant's knowledge; and 2) He/She has read, is familiar with, and understands the requirements of the Town Poughkeepsie Code provision(s) affecting or regulating the project for which this application is made; and 3) He/She agrees to comply with the requirements of the Town Poughkeepsie Code provision(s) affecting or regulating the project for which this application is made including any general or special conditions of any permits or approvals granted by any board, agency, or department of the Town of Poughkeepsie; and 4) He/She has read this statement and understands its meaning and its terms.

Applicant Signature: _____

Print Name: _____

Date: _____

