

**INFORMATION**  
**COMMON COUNCIL**  
**RE-ZONING**

A re-zoning application is deemed to be accepted by the Common Council when a completed application along with the required fee is in the possession of the Common Council.

All applications will be referred to the Common Council Planning and Economic Development Committee. Placement on the agenda is on a first come, first served basis.

Completed applications must be in the Common Council Planning and Economic Development Committee chairperson's possession at least two weeks before a scheduled meeting.

Each application for a change of zoning shall be accompanied by a fee of \$250 to be used for the Common Council public hearing notice. If the applicant requests a postponement, an additional fee of \$10 is required for each postponement, payable with the postponement request.

By resolution, the Common Council shall fix the time and place of a public hearing on the proposed re-zoning and cause notice thereof to be given. Notice of the public hearing shall be given by publishing on two successive days in the official City newspaper. Publication of such notice shall begin at least five days before the hearing. The Common Council may require giving additional notice to persons particularly interested or affected in any given location.

At the public hearing, a presentation of the facts is required by the applicant. You may present all information and data you desire. You may be represented by anyone of your choice. The public will also be provided an opportunity to speak. The members of the Common Council or staff may ask you questions.

INSTRUCTIONS  
COMMON COUNCIL  
RE-ZONING

1. An application is deemed to be accepted by the Common Council when a completed application along with all required fees, plans, specifications and reports found necessary are in the possession of the Common Council.
2. Placement on the Agenda for the Common Council-Planning Committee is on a first come, first served basis.
3. Accepted, completed applications must be in the Common Council-Planning Committee Chairperson's possession at least 2 weeks before a scheduled meeting.
4. Site plans indicating all improvements to be made are required for all applications, unless the Common Council indicates otherwise. Refer to the attached specification for the data required on site plans.
5. 14 Copies of the application, plans and reports is required. Plans and applications are to be collated and folded.
6. A notarized letter from the property owner granting permission to seek the variance, if the applicant is not the owner, is required for all applications.
7. Fee Schedule for Common Council are as follow(s)  
  
Application fee.....\$250.00
8. Additional fees may be required if the Common Council determines that an engineer's review is necessary. **If** an engineer's review is necessary the applicant must deposit \$500.00 with the Common Council to cover engineering fees. **If** that entire amount is not used, the balance will be refunded to the applicant. **If** more than \$500.00 is required, the applicant must deposit additional amounts if determined by the Chairperson or the Attorney for the Common Council. No action will be taken on the application, and the application will be deemed incomplete, unless all such fees are paid.

9. Upon acceptance of the application a list of all property owners within 300 ft. of the subject location will be provided by the Assessor's Office. A notice (letter) is required to be sent to each owner 10 days in advance of the Public Hearing. The notice is to contain information on the relief requested along with the date, time and place of the Public Hearing. Proof of mailing is required, and must be given to the Common Council at the Public Hearing.
10. At the public hearing, a presentation of the facts is required by the applicant. You may present all information and data you desire. You may be represented by anyone of your choice. The public will also be provided an opportunity to speak. The members of the board or staff may ask you questions.
11. A decision will be rendered within 62 days after the Public Hearing is closed.
12. If your application is granted you may have to contact the appropriate official(s) to obtain necessary permits. These may include, but are not limited to, building, plumbing, electrical, pool, multiple dwelling, fire and/or sign permits.

**APPLICATION  
COMMON COUNCIL  
CITY OF MIDDLETOWN, NY  
ZONING**

Date deemed complete  
Accepted by

Items 1, 2 and 3 are required to be completed

1. Address of Subject Property \_\_\_\_\_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Current Zoning District \_\_\_\_\_

Zoning Requested \_\_\_\_\_

Building Existing \_\_\_\_\_

New \_\_\_\_\_

2. Owner of Property \_\_\_\_\_

Owner's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone numbers Home: \_\_\_\_\_

Cell phone number \_\_\_\_\_

E-mail \_\_\_\_\_

3. Applicant name \_\_\_\_\_

If different from Owner

Applicant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Cell phone number \_\_\_\_\_

E-Mail \_\_\_\_\_

4. Rezoning, Indicate in the space provided the specific reason(s) that the rezoning is necessary. Indicate what zoning designation is desired for the subject parcel(s)

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5. Sign at the place indicated and print name.

Signature of applicant \_\_\_\_\_

Print name and title \_\_\_\_\_

Date \_\_\_\_\_

Application fee \$250.00

Paid \_\_\_\_\_