



**City of Middletown  
Middletown, New York  
APPLICATION FOR Re-Zoning or Zone Addition  
APPLICATION FEE: \$250.00  
ESCROW FEE: \$100.00**

Current Zone \_\_\_\_\_

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

Zone Addition \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

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

Owner of Property \_\_\_\_\_

Owner Address \_\_\_\_\_

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

Telephone: Home \_\_\_\_\_ Cell: \_\_\_\_\_

Email \_\_\_\_\_

Applicant Name \_\_\_\_\_

If different from Owner

Applicant Address \_\_\_\_\_

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

Telephone: Home \_\_\_\_\_ Cell: \_\_\_\_\_

Email \_\_\_\_\_

Sign at the place indicated and print name

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

Print Name and title \_\_\_\_\_ Date \_\_\_\_\_

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Rezoning; indicate in the space provided the specific reason(s) that the rezoning is necessary. Indicate what zoning designation is desired for the subject property.

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Zone addition; indicate in the space provided the specific reason(s) that the zone addition is necessary. Indicate what zoning designation is desired for the subject property.

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A notarized letter from the property owner granting permission to seek the zone change or addition, if the applicant is not the owner, is required for all applications.

**NOTE: As per SEQRA law a short form EAF will be required with all applications**

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**To BE FILLED OUT BY THE CITY CLERK'S OFFICE**

A fee of \$250.00 was collected on \_\_\_\_\_

Escrow Amount \$100.00 on \_\_\_\_\_

\_\_\_\_\_  
Signature of Clerk or Designee

\_\_\_\_\_  
Date

## **Application Instructions for Re-Zoning or Zone Addition**

A re-zoning/zone addition application is deemed to be accepted by the Common Council when completed applications along with the required fees are in possession of the Clerk.

All applications will be referred to the Common Council Legislative Committee. Placement on the agenda is on a first come, first serve basis. The Committee chairperson will schedule the meeting and you will be notified of the date and time.

Applications must be in possession of the chair of the Committee at least two weeks before the scheduled meeting.

Each application for a zone change or addition shall be accompanied by a non-refundable fee of \$250.00 and an escrow fee of \$100.00 used for the public hearing notice. If the entire escrow amount is not used the balance will be refunded to the applicant. The clerk office will require 14 copies of the application submitted with all the fees.

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 clerk to cover engineering fees. If the entire amount is not used the balance will be refunded to the applicant. Additional amounts may be required if necessary.

The Common Council shall fix the time of the public hearing after the Committee has agreed on the zone change or addition. Notice of the public hearing shall be published in the official City newspaper for two successive days. 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.

A list of names and addresses will be given to you after the Committee agrees on the change or addition. A letter when the public hearing will be scheduled will be supplied to you and you will be required to mail to all names and addresses when the public notice is in the official newspaper. You will be required to supply a proof of mailing from the post office at the public hearing. If this proof of mailing is not supplied at the public hearing, the hearing will be canceled.

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.

If the Common Council agrees, at the next scheduled meeting the resolution will be on the agenda to approve the zone change or addition.