



The Town of
GUILDERLAND

Instruction Sheet

Change of Zone Application

All applicants for zoning changes will be required to complete an application form, obtainable from the Town Clerk. The Planning Administrator and/or Zoning Administrator may assist the applicant(s) with the application form.

Submission Requirements

The applicant shall submit to the Town Clerk **sixteen** copies of:

1. Plot plan containing all the information as required below
2. Completed application for change of zone
3. Short Environmental Assessment form
4. Legal description of the property
5. Re-zone fee \$ **1,000** check made out to *Town of Guilderland*

Contents of the Plot Plan

The plot plan shall be a scale drawing containing the following:

1. The parcel boundaries and the owners of all contiguous properties
2. The zoning classification of all contiguous properties
3. All streets, either mapped or built, adjacent to the tract
4. All existing structures on the parcel
5. All watercourses and other significant physical features on the parcel

TOWN OF GUILDERLAND
APPLICATION FOR CHANGE OF ZONE

APPLICANT INFORMATION

Name: _____ Phone: _____
Address: _____ State: _____ Zip: _____

PARCEL INFORMATION

Address and exact location of parcel to be rezoned:
Request zoning change for _____ to _____ Tax Map#: _____
Total Acreage: _____ Parcel Depth: _____

PROPERTY INFORMATION

Describe any existing structures on the property: _____

Describe the present use of the property: _____

NEIGHBORHOOD DESCRIPTION

Zoning classification of all adjoin parcels:
North: _____ South: _____
East: _____ West: _____

Zoning Classification of all parcels directly on opposite side of street of highway: _____

Character and use of all surrounding parcels:
North: _____ South: _____
East: _____ West: _____

Approximate distance to nearest parcel of different zoning classification indicating exact location, zoning, character and use of last mentioned parcel:

