



Town of Schroepfel
Planning & Development
69 County Route 57A, Phoenix, NY 13135
Ph: 315-695-6075 Fax: 315-695-1210
Email: planninganddevelopment@townofschroepfel.com

Zone Change Application

PROPERTY INFORMATION:

PROPERTY ADDRESS: _____

TAX PARCEL NUMBER(S): _____

CURRENT ZONING DISTRICT: _____ PROPOSED ZONING DISTRICT: _____

APPLICANT INFORMATION:

APPLICANT NAME: _____

APPLICANT MAILING ADDRESS: _____

PHONE NUMBER: _____ E-MAIL: _____

PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: _____

PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): _____

PHONE NUMBER: _____ E-MAIL: _____

CHECKLIST (please include all of the following with this Application form):

- | | |
|--|---|
| <input type="checkbox"/> Cover Letter* | <input type="checkbox"/> Tax Map with subject parcel highlighted* |
| <input type="checkbox"/> Site Drawing (if applicable)* | <input type="checkbox"/> State Environmental Quality Review (SEQR) form* |
| <input type="checkbox"/> Metes and Bounds description | <input type="checkbox"/> Written Support of Adjoining Property Owners (if applicable) |
| <input type="checkbox"/> \$125 application fee* | <input type="checkbox"/> Electronic Copy of Entire Submission (PDF Preferred) |

*See Appendix A for further information

Applicant Signature: _____ ***Date:*** _____

Property Owner Signature (if different) _____ ***Date:*** _____

Appendix A: Checklist Instructions

Cover Letter: The applicant must submit a detailed cover letter describing what the applicant seeks to establish with the proposed Zone Change (e.g., the intended future use of the property) and should include any other information that will aid the Planning Board clearly understanding the request. The cover letter should also address whether the proposed rezoning is consistent with the Town of Schroepfel's adopted Comprehensive Plan, and if it is not, the rationale for why the Planning Board should grant the request. A digital version of the Comprehensive Plan is available at: [Schroepfel Comprehensive Plan](#)

Tax Map: A copy of the Town of Schroepfel's Tax Map, with the subject parcel highlighted. Tax maps are accessible using the following website: Oswego County, [Town of Schroepfel Tax Map](#). Upon [entering the](#) required information, the search engine will direct the user to the Parcel Data page for their property. A link to the appropriate tax map will appear on the right hand side of the Parcel Data page.

Drawing: If applicable, the applicant should submit a sketch/site plan of the proposed development or construction that is prompting the Zone Change Request.

SEQR: The applicant must submit a completed Part I of a SEQR Short Environmental Assessment Form (EAF). The New York State Department of Environmental Conservation (DEC) offers an online mapping tool that assists in completing the SEQR form. It is available at the following website: <https://giservices.dec.ny.gov/eafmapper/>.

Description: A legal description of the boundaries of the subject parcel, measured in angles, bearings and distances. Typically, a property deed will contain such a description.

Written Support: While not required, if the applicant has the support of neighboring property owners, the applicant should include their written letters of support as supplemental materials with the application.

Info for PDDs: If an applicant is requesting to rezone any land as part of a Planned Unit Development, the application must contain all the additional data stipulated in Chapter 95 Article XIII Zoning Ordinance. This section of Code is available as part of the [Town's online Code Book](#).

Required Sets: The items in the checklist (other than the application fee) collectively make up a "set." The applicant is responsible for submitting five (5) complete collated "sets" to the Town Planning Department. If the application requires Oswego County review, then the applicant must submit six (6) "sets." The County may also require a Mylar print. Planning Staff will inform the applicant if this is necessary.

Submittal Submit all required materials to:

Instructions: Don Clark, Planning Board Chairman
Town of Schroepfel
69 County Route 57A
Phoenix, NY 13135

Meeting The Planning Board normally meets at 7:00 p.m. on the fourth Wednesday of every month in public meeting room at Schroepfel Town Hall, 69 County Route 57A, Phoenix, NY. Board action does not represent final approval, as the Planning Board is legally required to hold a public meeting on all Zone Change Requests.

Information: Occasionally, due to holidays or other reasons, meetings may occur on other dates and/or times. The Town will announce any changes to meeting dates in advance on its website at TownOfSchroepfel.com. The Zone Change application process typically takes six-to-eight weeks.