

Steps involved with a Zoning Change

If someone wants to change the zoning:

1. Complete and submit a 'Petition for a Zoning Change' to the Town Clerk along with the following:
 - a. A Plot Plan, Record of Survey, or a Certified Survey Map, CSM, (if a land division is proposed),
 - b. perk test, for proposed sanitary system.
 - c. a list of neighbors (names & addresses) within 200 feet,
 - d. \$50 fee.
2. Present to Plan Commission and respond to Plan Commission questions.
3. Plan Commission will review a second time. Options are: refer to Town Board for approval or denial.
4. If recommended, it is referred to Town Board
5. Town Board can either schedule a Public Hearing, and a fee of \$250 needs to be paid at this time, or the Board can deny the request at which point no further action will be taken.
6. If a Public Hearing is scheduled it will usually be held prior to the next month's Town Board meeting. The hearing notice is posted, published twice, and neighbors are notified.
7. Public Hearing takes place.
8. The zoning change will be approved or denied by the Town Board. If denied, no further action will be taken.
9. If approved, the Rezone is taken to the County for them to update their records. Any fees from the County will be billed to the applicant.