

## TOWN OF TONAWANDA REZONING REQUIREMENTS

Request to rezone properties within the Town of Tonawanda require approval by the Town Board.

A “rezoning” application must be completed, signed and notarized, and submitted to the Building Department with all required exhibits (as listed in the application form) and \$100.00 non-refundable application fee.

“Rezoning” applications are required to be reviewed by the Town Planning Board and Environmental Review Committee (concurrently with review by the Town’s Engineering, Highway, Water Resources, and Police Departments, as applicable). Once completed, the findings of these offices are forwarded to the Town Board.

By law, the Town Board is required to hold a public hearing regarding rezoning requests, before rendering their decision (approved, approved w/modification, denied).

Thus, the rezoning process could take up to ninety (90) days.

**TOWN OF TONAWANDA**  
**PETITION FOR REZONING**

Subject Property \_\_\_\_\_ SBL # \_\_\_\_\_

Petitioner Name \_\_\_\_\_

Petitioner Address \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Name & Address \_\_\_\_\_

Existing zoning classification for subject premises \_\_\_\_\_

Proposed zoning classification for subject premises \_\_\_\_\_

SEQR long form EAF submitted \_\_\_\_\_

Action subject to General Municipal Law 809 disclosure? \_\_\_\_\_

Action subject to General Municipal Law 239.m review? \_\_\_\_\_

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The undersigned (representing) (being) the (lessee) (agent) (owner) and/or contract purchaser of No. \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_, New York \_\_\_\_\_, located on the  
\_\_\_\_\_ side of \_\_\_\_\_ between \_\_\_\_\_  
and \_\_\_\_\_, hereby petitions the Town Board of the Town of Tonawanda to rezone  
said property from a \_\_\_\_\_ zoning classification to a  
\_\_\_\_\_ zoning classification, as permitted by Article XVIII of the  
Code of the Town of Tonawanda, and in accordance with the data submitted herewith.

The undersigned solemnly swears that all statements made herein are true and that all drawings and  
documentation submitted herewith represent a true and accurate analysis of the proposal outlined to the best of  
the applicant's knowledge.

Sworn to before me this \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
\_\_\_\_\_  
Notary Public

Applicant: \_\_\_\_\_  
(Signature)  
Applicant: \_\_\_\_\_  
(Print)  
Address: \_\_\_\_\_

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Complete Application Rec'd by Building Dept. (by) \_\_\_\_\_ (date) \_\_\_\_\_

Application Rec'd by Town Clerk (by) \_\_\_\_\_ (date) \_\_\_\_\_

Application Rec'd by Planning Board (by) \_\_\_\_\_ (date) \_\_\_\_\_

Planning Board Recommendation -  
**APPROVED \* APP'D WITH MODIFICATION \* DENIED** (date) \_\_\_\_\_

Town Board Hearing Date \_\_\_\_\_ (date) \_\_\_\_\_

Town Board Action - **APPROVED \* APP'D WITH MODIFICATION \* DENIED** (date) \_\_\_\_\_

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## REZONING PETITION EXHIBITS

Unless otherwise noted, **NINE (9) COPIES** of the following documents shall be submitted for review by the Supervising Building Inspector.

- \_\_\_\_\_ 1. **APPLICATION FORM** (completed, signed, and notarized)
- \_\_\_\_\_ 2. **STATEMENT DESCRIBING THE EXISTING PROPERTY USE**
- \_\_\_\_\_ 3. **STATEMENT DESCRIBING THE PROPOSED PROPERTY USE**
- \_\_\_\_\_ 4. **SURVEY** of recent date
- \_\_\_\_\_ 5. **LEGAL DESCRIPTION** of property including restrictions and/or covenants
- \_\_\_\_\_ 6. a. **PROPOSED SITE DEVELOPMENT PLAN** (Professionally prepared by licensed engineer, architect, surveyor, or attorney), including:
  - (a) Size and location of lot including property boundaries and liens of easements
  - (b) Existing & proposed contours, water courses, flood plains and wetland areas
  - (c) Existing & proposed structures or other facilities
  - (d) Curb cuts, access drives, and vehicle parking spaces (see Town Code Art XIII)
  - (e) Existing & proposed landscaping including size & type of plantings
  - (f) Lines of existing streets & sidewalks immediately adjacent to the site
  - (g) Size, type, & location of existing & proposed utility systems (including sanitary, storm, water, power, telephone, cable, etc.)
  - (h) Names & addresses of properties immediately adjacent to the site

b. **PLANS & ELEVATIONS** necessary to show proposed development

  - NOTE: All plans must contain a title block including drawing title, scale and date
- \_\_\_\_\_ 7. **STATEMENT** signed by owner stating approval of requested conditional use
- \_\_\_\_\_ 8. **ENVIRONMENTAL ASSESSMENT FORM** (SEQR)
- \_\_\_\_\_ 9. **ADDITIONAL DRAWINGS OR OTHER** information as may be requested by the Supervising Building Inspector, Town Planning Board, or the Town Board.
- \_\_\_\_\_ 10. **\$100.00 NON-REFUNDABLE APPLICATION FEE.**

The Building Department may be contacted to provide assistance in completing the application or to answer questions regarding required exhibits (525 Belmont Avenue, Buffalo, New York 14223: telephone (716) 877-8801).