

Town of Poughkeepsie

1 Overocker Road
Poughkeepsie, NY 12603

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Instructions for an Application for Change of Zone

Meetings:

The Town of Poughkeepsie Town Board meets in regular session on the first and third Wednesday of each month starting at 7:00 PM.

Committee of the Whole workshop meetings are held on the second Wednesday of each month starting at 7:00 PM.

Application Deadline:

All submittals are due no later than 12:00 PM (noon) on the Wednesday prior to the date of the Town Board meeting.

All applications shall include the following:

1. Original and nine (9) copies of the completed application forms and affidavits.
2. Ten (10) copies¹ of a tax map depicting the properties proposed for the Change of Zone and depicting all properties within 500 feet.
3. Ten (10) copies¹ of a plan of development for the properties proposed for the Change of Zone.
4. Original and nine (9) copies of a Part 1 Long Form EAF.
5. A CD, flash drive, or SD Card with an electronic copy of all applications, forms, documents, and maps. The digital copy shall be in a pdf, jpg, tiff, or other suitable write-protected image format capable of being opened and viewed using any standard Windows and Apple based software.
6. Application Fee as set forth in Chapter 105 of the Town Code.
7. Escrow Review Fee as set forth in Chapter 106 of the Town Code.

1. All maps shall be folded. Maps that are not folded will not be accepted.

8. Prior to the Town Board Public Hearing, Applicant must provide copies of (preferred certified) letters proving that you, the applicant, has notified adjacent property owners of the nature of the proposed zoning change. A list consisting of names and addresses of all adjacent property owners that have been notified should also be provided.

9. A sign indicating a zoning change must be conspicuously posted on the parcel affected by the proposed change by the applicant. This sign will be provided by the Town at the Town Clerk's Office for a fee of \$70.00; a sign permit is not required. The sign is to be picked up and posted after the meeting in which the date for public hearing for the rezoning is set. The sign must be posted at **least 10 days in advance of the public hearing**. The sign will remain posted on the property until **no later than 10 days after the public hearing**. The sign will then be returned to the clerk's office and the applicant will be given back the 70.00 deposit check, providing the sign is in good (same) condition.