

Initial Rezoning Applications Shall Include the Following:

1. Rezoning Application Form: completely filled out. **(3 copies)**
2. Plat: Depending on the type of approval being applied for, the Plat must adhere to the requirements set forth within the Town of Bethlehem Zoning Code or Town of Bethlehem Subdivision Regulations adopted by the Town Board. **(3 copies)**
3. Fee: as indicated in the Fee Schedule adopted by the Town Board. Checks should be made payable to the Town of Bethlehem.
3. Short or Long Form Environmental Assessment Form. **(3 copies)**
4. Letter to the Supervisor: Requesting to be placed on the agenda for consideration. **(3 copies)**

After submission of the above items, staff will conduct an initial review of the materials for completeness. Upon submission of all required materials, additional copies will be requested for distribution to the Town Board and the Planning Board.

During the review it could be determined that additional information is required from the applicant. That additional information could include the following: Approvals from New York State Department of Transportation and/or Albany County Highway Department, permit or license relating to freshwater wetlands, an Environmental Impact Statement or any other such drawings, maps, documents, reports or data which the Board may require for proper consideration of the preliminary plat.

When the project is on the Town Board Agenda, the applicant or their representative is required to be present. The applicant is required to be present at the meeting in which the Complete Application is accepted by the Town Board and at the Public Hearing.

The application is considered complete when EITHER the Town Board has filed a Negative Declaration OR when a notice of completion of a Draft Environmental Impact Statement has been filed in accordance with the provisions of the State Environmental Quality Review Act. The Public Hearing will then be scheduled.

**TOWN OF BETHLEHEM
TOWN BOARD
Rezoning Application Form**

Location of Project: _____

Tax Map Number of all Parcels: _____

(Attach a copy of the current deed and any easements affecting property)

Name, Address and Telephone # of Applicant(s): (REQUIRED)

Name, Address and Telephone # of Property Owner(s): (The owner must complete the attached affidavit) (REQUIRED)

Name, Address and Telephone # of Responsible Person for Billing Purposes: (REQUIRED)

Name, Address and Telephone # of Professional Engineer: (IF APPLICABLE)

Name, Address and Telephone # of Attorney: (IF APPLICABLE)

Character of surrounding lands: _____

Total acreage involved in project: _____

Total contiguous acreage controlled by applicant/owner: _____

(This shall include lands owned by family members of the applicant, and any corporation(s), partnership(s), limited liability company(ies) or other entities in which the applicant has an interest.)

Is acreage under option or contract to sell? _____

If so, to whom _____

Zoning District(s): (Current): _____

(Proposed): _____

AFFIDAVIT

TO BE COMPLETED BY OWNER OF THE FOLLOWING PROPERTY:

(ADDRESS) _____

State of _____ }
County of _____ } ss:

_____ being duly sworn, deposes and says:
1. That he/she resides at _____ in the County of _____ and the State of _____. That he/she is the Owner of the within property as described in the foregoing application for Rezoning and that the statements contained therein are true to the best of his/her knowledge and belief.

2. That we hereby authorize _____, of _____, to act as our representative in all matters regarding the application that may come before the Town of Bethlehem Town Board and or Planning Board.

3. That he/she has the legal right to make or authorize the making of said application.

4. That he/she understands that the Town of Bethlehem Town Board intends to rely on the foregoing representation in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.

5. That he/she understands that the approval or disapproval of the rezoning by the Town Board does not constitute express or implied support for any required expansion of sewer or water district.

Owner

Notary Public