City of Rochester, NY

AMENDMENTS

BUREAU OF PLANNING AND ZONING
CITY HALL, 30 CHURCH STREET, ROOM 125B
ROCHESTER, NEW YORK 14614
(585) 428-7043

APPLICATION

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY. To schedule an appointment, please call or e-mail Jill Wiedrick (585) 428-6914 or jill.wiedrick@cityofrochester.gov

Office Use	☐ ZONING MAP AMENDMENT ☐ PLANNED DEVELOPMENT AMENDMENT ☐ ZONING TEXT AMENDMENT ☐ PLANNED DEVELOPMENT DISTRICT
☐	1. Fee: • Zoning Map and Text amendments and amendments to existing PD's, IPD's or MIPD's, $400.00. • Planned Development District Designation (PD), $750.00
☐	2. One (1) copy of the Denied Certificate of Zoning Compliance (CZC), obtained in the Permit Office, City Hall, 30 Church St., Room 121B
☐	3. One (1) copy of this application.
☐	4. One (1) copy of an Environmental Assessment Form, if necessary.
☐	5. For Zoning Map Amendments: • One (1) copy of the Official Map showing the properties proposed for rezoning, obtained from Maps and Survey, City Hall, 30 Church St., Rm. 225B. • One (1) copy of the Zoning Map showing the area proposed for rezoning, obtained from the Permit Office, City Hall, 30 Church St., Rm. 121B. • For properties under different ownership, a consent form reflecting at least 50% of the owner or owners controlling the affected street frontage.
☐	6. For Text Amendments, one (1) copy of the proposed text change.
☐	7. For creation of a PD or for Amendments of a PD, IPD, or MIPD: • A written statement detailing the proposed changes in bulk, space and yard requirements, floor area ratio, use limitations, and the like. • One (1) copy of the approved Plan depicting all existing conditions. • One (1) copy of a site plan indicating proposed structures, parking facilities and circulation, utilities and open space areas. • Any other information determined to be necessary by the Director of Planning and Zoning.
☐	8. One (1) copy of all drawings, graphics, text and photographs no larger than 8-1/2" x 11" or reduced to 8-1/2" x 11" or provided digitally in Microsoft Word or PDF format on CD-ROM.

[FOR OFFICE USE ONLY]

ADDRESS: _____ **FILE NUMBER:** _____

DATE FILED: _____ **FEE:** _____

WHAT IS A ZONING MAP AND/OR TEXT AMENDMENT?

The Zoning Code and the Zoning District Map may be amended from time to time by ordinance duly enacted by the City Council. The amendment process is intended to provide a means for making these changes. It is not intended to relieve particular hardships or to confer special privileges or rights of a particular property owner, but is intended as a tool to adjust the provisions of the Zoning Code and the Zoning District Map in light of changing, newly discovered or newly identified conditions, situations or knowledge.

WHO MAY PROPOSE AN AMENDMENT?

Amendments may be proposed by the Mayor, the City Council, the Planning Commission, the Zoning Board of Appeals or the Preservation Board by transmitting such proposal, together with such supporting materials as may seem appropriate, to the Director of Planning and Zoning for processing. Minor text amendments addressing spelling, grammar, numerical references and other minor modifications which are not substantive may be proposed by the Director of Planning and Zoning and submitted directly to City Council for approval.

A proposed amendment may be initiated by an owner of, or person having a contractual interest in, real estate to be affected by the proposed amendment or by the owners of 50% or more of the frontage of real estate to be affected by the proposed amendment. The application shall be submitted, together with such supporting materials as may seem appropriate, to the Director of Planning and Zoning for processing.

The Director of Planning and Zoning may also request such other and further information and documentation deemed necessary or appropriate to a full and proper consideration and disposition of the particular application.

WHAT IS THE PROCESS?

Action by the Planning Commission:

- An informational meeting shall be set, advertised in an official newspaper, and conducted by the Planning Commission.
- The Official Neighborhood Contact and all property owners within 300 feet from the property lines of the affected property (ies) shall be notified.
- A staff report is prepared by the Zoning Office describing the proposed action. The staff report will contain any comments received from city and county agencies and any other correspondence received to the Director of Planning and Zoning, and will be mailed to members of the Planning Commission and the applicant.
- The applicant must attend the informational meeting and verbally describe the request to the Planning Commission.
- Within 30 days following the conclusion of the informational meeting, the Planning Commission shall transmit to the City Clerk for City Council its recommendation.
- If the Planning Commission recommends disapproval of the application, the applicant may withdraw the application and receive a refund of $200 of the original $400 application fee. If the applicant selects to proceed with the application, the request will be transmitted for City Council action as described below.

Action by City Council:

- Within 40 days of the receipt by the City Clerk of the Planning Commission's recommendation, or its failure to act, the City Council shall conduct a public hearing.
- The City Clerk will mail notices to affected parties.
- The applicant may attend the public hearing and verbally describe the request ft the City Council.
- City Council will usually make its decision after the public hearing is closed.
- If the application is approved by City Council, the amendment will go into effect upon the approval of the Ordinance by the Mayor. This generally occurs within several days of the City Council approval.

SIGNATURES OF THE OWNER(S) (INCLUDING THE APPLICANT) OF REAL ESTATE TO BE AFFECTED BY THE MAP AMENDMENT

I HAVE READ AND FAMILIARIZED MYSELF WITH THE CONTENT OF THIS APPLICATION AND DO HEREBY CONSENT TO ITS SUBMISSION AND PROCESSING.

NAME (Please Print)	**SIGNATURE**	**ADDRESS OF AFFECTED PROPERTY**

AMENDMENT CONSIDERATIONS

In making recommendations regarding amendments to the text of the Zoning Ordinance or to the Zoning Map, the Planning Commission shall consider and make findings on the following matters regarding the proposed amendment:

A. The proposed Amendment conforms with the City's Comprehensive Plan, a Development Plan, and any other adopted special area plans.

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B. The proposed Amendment is compatible with the present zoning and conforming uses of nearby property (ies) and with the character of the neighborhood.

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C. The proposed uses are suitable for the property (ies) affected by the Amendment.

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D. There are available public facilities, services and infrastructure suitable and adequate for the uses allowed under the proposed amendment.

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PROJECT INFORMATION

PLEASE TYPE OR PRINT

1. PROJECT ADDRESS(ES): _____

2. APPLICANT: _____ COMPANY NAME: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

INTEREST IN PROPERTY: Owner _____ Lessee _____ Other _____

3. PLAN PREPARER: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

4. ATTORNEY: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

5. ZONING DISTRICT: _____

6. DETAILED PROJECT DESCRIPTION (additional information can be attached): _____

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7. LENGTH OF TIME TO COMPLETE PROJECT (Attach schedule if phased:) _____

APPLICANT: I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of that approval.

SIGNATURE:_____ DATE: _____

OWNER (if other than above): I have read and familiarized myself with the contents of this application and do hereby consent to its submission and processing.

SIGNATURE:_____ DATE:_____