

TOWN OF WEST POINT REZONING PROCEDURE

1. Complete the application blank, which can be obtained from the Town Clerk or on the Town of West Point web site which is: www.townofwestpoint.us. Prepare a drawing of your site, **TO SCALE**, showing the existing structures, if any. A surveyor or engineer, if needed may prepare this drawing. Also include the following in the drawing:
 - a. The septic system (tank, drain field, etc.) and the well.
 - b. All roads or streets and water frontage, if applicable.
 - c. Property lines, proximity of adjoining property owner's structure(s), and land uses extending 500 feet from property.
 - d. Provide photograph(s) of affected area.
2. The rezoning petition must carry the signature of a person having an ownership interest in the property proposed for rezoning.
3. At the time of filing for rezoning, the Town of West Point would like the papers filed in person. The rezoning information sheet should be filed out as thoroughly as possible.
4. The filing fee must be paid at the time the petition is filed. Make check payable to the Town of West Point.
5. The Plan Commission meets on the 1st and 3rd Thursday of each month and the Town Board meets on the 2nd Thursday for each month. All meetings start at 7:30 p.m..
6. The petitioner must meet with the Plan Commission at least once prior to authorizing the scheduling of a public hearing.
7. Either the petitioner or someone representing the petitioner must be present at the hearings. Failure to appear or be represented will result in a tabling or postponement of your petition, with an additional fee for republication and mailing of notices.
8. All adjacent property owners within 500 feet will be notified of the public hearing.
9. The Plan Commission normally makes a recommendation after the public hearing.
10. The Plan Commission recommendation will be normally on the next Town Board meeting.
11. The Town Board recommendation is forwarded to Columbia County Planning and Zoning for final approval.

TOWN OF WEST POINT
REQUEST FOR REZONING CHANGE

A fee of \$100.00 must accompany this Application for Zoning Change – make payable to the Town of West Point

APPLICATION COMPLETED BY: _____

PROPERTY OWNER(S) : _____

MAILING ADDRESS: _____

PHONE # (DAYS) : _____ EVENING: _____

ADDRESS OF AFFECTED PROPERTY: _____

DESCRIPTION OF PROPERTY

LOT #: _____ BLOCK #: _____ SUBDIVISION: _____

TAX PARCEL #: _____ ACREAGE: _____

HIGHWAY: STATE: _____ COUNTY: _____ TOWN: _____

EXISTING ZONING: _____

PROPOSED ZONING: _____

FLOOD PLAIN STATUS: _____

SEWAGE SYSTEM: _____

INTENDED USE OF PROPERTY: _____

SIZE OF BUILDING: _____

EXPECTED LENGTH OF CONSTRUCTION PERIOD: _____

DISTANCE TO:	TYPE OF CONSTRUCTION:
_____ CENTER LINE OF ROAD	_____ NEW BUILDING
_____ BACK LOT LINE	_____ ADDITION
_____ SIDE LOT LINE	_____ ALTERATIONS
_____ SIDE LOT LINE	_____ OTHER (EXPLAIN)

IS THE LAND TILLABLE OR CURRENTLY BEING USED FOR AGRICULTURAL PURPOSES? _____

IS THE PROPERTY BEING DIVIDED OFF OF A LARGER PARCEL? _____

DESCRIBE THE DEVELOPMENT'S COMPATIBILITY WITH SURROUNDING
LAND USES _____

HAS THE PROPERTY EVER BEEN IN FARMLAND PRESERVATION PROGRAM?

EXPLAIN THE NEED FOR ZONING CHANGE:

OWNER'S SIGNATURE: _____ DATE: _____

===== **PLANNING COMMISSION** =====

PLANNING COMMISSION DECISION: APPROVED _____ DISAPPROVED _____

SIGNATURE (CHAIR): _____ DATE: _____

===== **TOWN BOARD** =====

TOWN BOARD DECISION: APPROVED _____ DISAPPROVED _____

SIGNATURE (CHAIR): _____ DATE: _____

ATTEST: _____ DATE: _____