

## PROCEDURE FOR ZONE CHANGE APPLICATIONS

1. Application (**in triplicate**) is presented to the Town Clerk
  - A. A legal description of the property involved
  - B. A map of the property involved
  - C. A completed Environmental Assessment Form
  - D. There is no fee for a Zone Change Petition
  
2. The Petition for Zone Change is placed on the agenda for a Town Board meeting. The Town Board then takes the following action:
  - A. Sets a date for a public hearing (10 days prior notice required)  
  
The Town Clerk does the following:
    - (1) Notice is published in the Messenger
    - (2) Contiguous municipalities receive a copy of the legal notice
    - (3) Property owners within 300 feet on any side of the area proposed to be changed receive a copy of the legal notice.
  
  - B. Refers the petition to the following for recommendation:
    - (1) Lysander Planning Board
    - (2) Onondaga County Planning
  
3. The petitioner appears before the Lysander Planning Board to answer questions pertinent to the application. This may happen before or after the initial appearance before the Town Board, depending on the schedules of meetings for both boards. The Town Clerk and Clerk to the Planning Board will confirm dates for the applicant.
4. The Town Board holds the public hearing. Action will not be taken on the petition until the recommendation from both the Lysander Planning Board and Onondaga County Planning are received.
5. The petitioner will receive a copy of the petition indicating approval or disapproval.

