

TO THE APPLICANT:

THE REZONING REQUEST WILL NOT BE SCHEDULED ON THE PLANNING BOARD AGENDA FOR CONSIDERATION UNTIL ALL THE REQUIRED AND COMPLETED DOCUMENTATION IS RECEIVED IN THE CODE ENFORCEMENT OFFICE.
THANK YOU.

REQUIREMENTS TO APPLY FOR REZONING

1. APPLICANT MUST BE THE OWNER OF THE PROPERTY, OR SUBMIT A NOTARIZED LETTER FROM THE OWNER STATING THAT THE APPLICANT MAY PROCEED WITH THE REQUEST []

2. LETTER OF REQUEST – **SIGNED AND DATED** []
 - a. LEGIBLY WRITTEN OR TYPED ON TABLET OR 8½” BY 11” PAPER
 - b. STATE WHY A REZONING IS REQUESTED AND EXPLAIN WHAT THE PROPERTY WILL BE USED FOR
 - c. CURRENT ZONING AND PROPOSED ZONING

3. UP TO DATE STAMPED SURVEY OF THE PROPERTY []
 - a. SHOW LOCATION OF PROPOSED CONSTRUCTION
 - i. Principle building, other main buildings, accessory buildings, Porches, decks, or overhangs
 - b. SHOW LOCATION OF EXISTING STRUCTURES
 - c. SHOW ALL SETBACKS (dimensions from buildings to lot lines)
 - d. FENCE VARIANCE – NOTE HEIGHT, NOTE MATERIALS AND LOCATION ON SURVEY []

4. DEED DESCRIBING WHAT PORTION OF THE PROPERTY IS TO BE REZONED []
COMPLETED LONG OR SHORT ENVIRONMENTAL ASSESSMENT FORM – AS APPROPRIATE FOR THE PROPOSED REZONING []

5. CHECK PAYABLE TO THE ‘BOSTON TOWN CLERK’ []
 - a. AMOUNT VARIES ON NUMBER OF ACRES TO BE REZONED
Note: Fee Schedule subject to change

The Planning Board, by the request of the Town Board, reviews the request and returns a recommendation, favorable or unfavorable, to the Town Board. The Town Board sets the date and time for the Public Hearing; and has the final decision.