

TOWN OF CONCORD  
86 Franklin Street, PO Box 368  
Springville, New York 14141  
Phone: (716) 592-4948  
Fax: (716) 592-0123

**Requirements to Apply for Rezone**

1. Applicant shall be owner of the property.
2. Letter should be submitted stating why a rezoning is requested.
3. Provide an up-to-date survey of the property.
4. Provide an updated Search or Stub Search and legal description of the property.
5. Provide a tax map showing exact location of the property.
6. Provide a plot plan diagram of portion of the property to be rezoned.
7. Provide blueprints or drawings, if applicable.
8. Complete an Environmental Assessment Form (full or short; full SEQR needed if 10 acres or more).
9. Provide an agricultural data statement, if applicable.
10. Provide check in the amount of \$500 payable to the Town of Concord at the time of filing with the Town Clerk. All fees are non-refundable.
11. Application shall then be submitted to the Town Attorney for review. Within 3 business days, the attorney's response will be forwarded to the Town Clerk.
12. With all the above complete, ask to be put on the agenda for the Town Planning Board meeting, which meets the first Tuesday of every month at 7 p.m. (Date and Time subject to change). Required paperwork must be received at least 10 days prior to the scheduled Planning Board Meeting.
13. Applicant must comply with Zoning Law §150-192-194.