



TOWN OF DAY PLANNING BOARD

1650 NORTH SHORE ROAD, HADLEY, NY 12835

PHONE: (518) 696-3789 FAX: (518) 696-5391

E-MAIL: davadmin@townofday.com

APPLICATION INSTRUCTIONS FOR SITE PLAN REVIEW

The following items MUST be submitted to the Planning Board:

I. APPLICATION

All questions must be answered and application must be properly signed.

2. PROOF OF OWNERSHIP

Copy of deed, copy of contract of sale or copy of lease, whichever is applicable.

3. DESCRIPTION OF PROPOSED PROJECT

A written description of the proposed project.

4. SEQRA

State Environmental Quality Review Assessment-Short or long form (whichever is required).

5. SITE PLAN DRAWING

Include all property line separations, existing structures, proposed structures, driveways, wells septic systems, easements, etc. with actual and/or proposed setbacks. (You must include five copies of any documents in excess of 8 1/2" x 11" with your submission.)

6. FILING FEE

Cash, Check or Money Order payable to the "Town of Day" in the amount of \$75.00.

Applications will not be accepted for consideration unless all of the above are submitted.

In addition to the above items, one or more of the following may be required:

1. LIST OF ALL SURROUNDING PROPERTY OWNERS AND MUNICIPALITIES WITHIN 500 FEET OF EXTERIOR BOUNDARIES OF SUBJECT PARCEL.

Upon determination of the Planning Board, it may be necessary to hold a public hearing.

- If so, the Applicant is responsible for notices of the hearing to each property owner within 500 feet of the exterior boundaries of the subject parcel.
- Notices must be sent certified mail at least 10 days prior to the hearing. Return receipt requested is recommended..
- Applicant must complete and submit at the Public Hearing:
 - Notarized "Affidavit by Applicant as to Serving Notice to Adjacent Property Owners"
 - Individual certified mailing receipts, and
 - A copy-bf the letter sent.
 - (This list will be provided by the Secretary to the Planning Board.)

2. PERMITS

Copies of DEC permits, Hudson River Black River Regulating District Permit or any other government agency permits or applications, if applicable.

3. OTHER

Any other supporting documentation which may be necessary for, or required by the Planning Board, to render a decision on the proposed request. This would refer to Article 6.3, B2 & B3 of the Town of Day Zoning Law.

Copies of the Zoning Law and Subdivision Control Law are available on the Town of Day Website, or at the Town Hall for review or purchase.

PLEASE NOTE

Completed applications are due to the clerk of the Planning Board by close of business on the Tuesday prior to the regular Planning Board meeting.

APPLICATION FOR SITE PLAN REVIEW

APPLICANT:

Name _____

Address _____

Telephone _____

Email _____

PLANS PREPARED BY:

Name _____

Address _____

Telephone _____

Email _____

OWNER(S) (if different):

Name _____

Address _____

Telephone _____

Email _____

Name _____

Address _____

Telephone _____

Email _____

TAX MAP DESCRIPTION: Section: _____ Block _____ Lot _____

ZONING CLASSIFICATION: _____

DIRECTIONS TO SITE: _____

DESCRIPTION OF PROPOSED PROJECT: _____

OWNERSHIP INTENTION (purchases, options, leases, etc.): _____

Is the property in question within 500 feet of County or State lands, including State or county roads, rights-of-way, municipal boundaries, watershed drainage, County or State facilities ? _____

If yes, please specify: _____

APPLICATION CERTIFICATION:

By signing this application, I (we) hereby certify that all the information provided on this application and all attachments is true and correct. I (we) give permission for the members of the Planning Board to enter upon and inspect my(our) property and/or permit area in connection with this application NOTE: Written verification or other proof supporting the statements included in this application can and may be asked for if the Planning Board determines that such information is needed.

Signature of Applicant

Date

Signature of Owner(s)

Date

Signature of Owner(s)

Date

If Applicant is to be represented by someone else; i.e. a contractor, surveyor, engineer, or attorney, the representation certification must be signed.

REPRESENTATION CERTIFICATION:

I hereby authorize _____ to be my official representative
For this application

Signature of Owner/Applicant

Date

Signature of Owner/Applicant

Date

**NOTICE PURSUANT TO THE TOWNS OF DAY
SUBDIVISION REGULATIONS**

***TO ALL OWNERS OF PROPERTY WITHIN 500 FEET OF THE
EXTERIOR LIMITS OF SUBJECT PROPERTY (Including Municipalities)***

APPLICATION NUMBER: _____ **DATE** _____

APPLICANT: _____

OWNER: _____

LOCATION OF SUBJECT PROPERTY:

Section _____ Block _____ Lot _____ Zoning District: _____

TO:

Dear Property Owner:

Please be advised that I have applied for Site Plan Approval for the above named parcel and you are recorded as a property owner within 500 feet of said property proposed to be subdivided.

A Public Hearing on this matter has been set by the Town of Day Planning Board for the _____ day of _____ 20__ at _____ PM at the Day Town Hall, 1650 North Shore Road, Hadley, NY 12835 at which time interested persons may be heard.

Copies of the proposed Site Plan have been filed with the Clerk of the Planning Board and may be reviewed by contacting the Town of Day Planning Board Clerk, 1650 North Shore Road, Hadley, NY 12835, Phone: 518-696-3789, Ext. 305.

Signed: _____

Address: _____

TOWN OF DAY PLANNING BOARD
1650 North Shore Road, Hadley, NY 12835

AFFIDAVIT BY APPLICANT AS TO SERVING NOTICE TO ADJACENT PROPERTY OWNERS

APPLICATION NUMBER: _____

In the Matter of Application for Site Plan Approval

Section _____ Block _____ Lot _____

State of New York
County of Saratoga

_____ being duly sworn, deposes and says:
Name

I reside at _____

and on or before the _____ day of _____ 20_____

I mailed by Certified Mail to each of the persons named, a written notice stating that this application would be heard at the Day Town Hall, 1650 North Shore Road, Hadley, NY 12835 on the _____ day of _____, 20_____ at _____ PM and that application relates to premises described above.

The notice was served on the persons, by Certified Mail, a list of the names and addresses has been attached to this affidavit. **This notice was mailed no less than ten (10) prior to the Public Hearing.**

No person other than those served, as set forth in the preceding parts of this affidavit, is listed on the tax rolls as an owner of property within 500 feet of the premises affected by this application.

Applicant's Signature

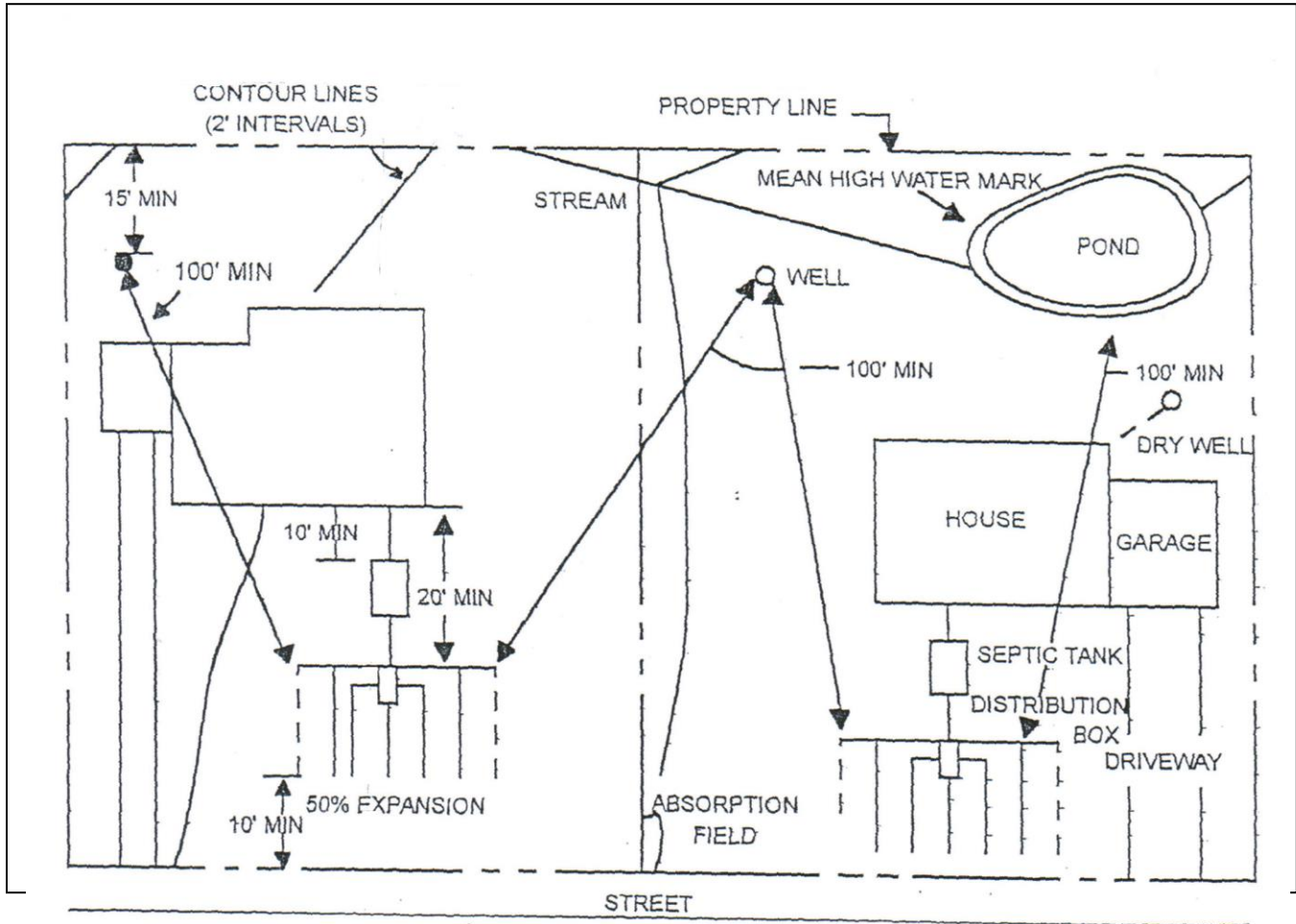
Jurat

Sworn and subscribed before me
This _____ day of _____, 20_____

Notary Public

SAMPLE PLOT PLAN

Please include all property line separations (or setbacks) of existing and proposed buildings.



The Town of Day zoning setback requirements are as follows:

	LR	NC	RMD	RLD	RRC
Front Yard Setback	50 ft	50 ft	75 ft	75 ft	100 ft
Side Yard Setback	20 ft	20 ft	40 ft	50 ft	75 ft
Rear Yard Setback	50 ft	50 ft	50 ft	50 ft	75 ft
Stream Setback from the mean high water mark of navigable lakes, ponds and streams	50 ft	50 ft	75 ft	75 ft	100 ft
Shoreline Setback from the mean high water mark of the Great Sacandaga Lake	75 ft	75 ft	75 ft		