



## TOWN OF DAY PLANNING BOARD

1650 NORTH SHORE ROAD, HADLEY, NY 12835

PHONE: (518) 696-3789

FAX: (518) 696-5391

E-MAIL: [dayplanzba@townofday.com](mailto:dayplanzba@townofday.com)

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### APPLICATION FOR SUBDIVISION APPROVAL

The Following Items Must Be Submitted to The Planning Board:

1. Copy of Contract of Sale, if applicable.
2. Copies of Deed, or Permit if Project is on Hudson River Black River Regulating District land.
3. Copy of Lease, if applicable.
4. Application with **all** questions answered. (Please type or print clearly.)
5. Attach a list of **all** surrounding property owners and municipalities within 500 feet of the exterior boundaries of the subject parcel. Hudson River Black River Regulating District must also be listed, if applicable. This information should be obtained from the Assessor's Office at Town Hall or Saratoga County Real Property Tax Service in Ballston Spa. This information does not need to be submitted with shoreline site plan applications (those arising under Article VIII of the Zoning Ordinance), but applicants must realize that the Board will require this information if it determines to hold a public hearing.
6. Plans drawn by a licensed professional showing **precise** dimensions of existing and proposed structures, locations, setbacks, lot area and lot dimension, wetlands, water courses, wells, septic, etc. and other information required by the Town Zoning Ordinance.
7. Check payable to "Town of Day" for filing fee in the amount of:  
  
**Major Subdivision** - \$500.00 for 3 or fewer lots and  
\$50.00 for each additional lot  
**Minor Subdivision** - \$50.00 per lot (Up to 3 lots)
8. SEQRA Environmental Assessment Short Form or Long Form (whichever is required). A blank copy of the Short form is attached to this application. A copy of the Long form may be obtained from the Clerk to the Planning board

9. Upon determination by the Planning Board that the application is complete, a public hearing date may be assigned. If so, Applicant must then send notices of the hearing to each property owner and municipality listed in Item #5 above. Notices **must** be sent certified mail **at least 10 days** prior to the public hearing. Return receipt requested is recommended. Bring proof of mailing with you to the hearing. Included is an Affidavit by Applicant as to Serving Notice to Adjacent Property Owners. This must be completed and signed by a Notary Public and returned to the Planning Board no later than the date of the Public Hearing.

10. Copies of DEC permits or any other government agency permits or applications, if applicable.

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.**

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

**APPLICATION FOR SUBDIVISION**

**OFFICE USE ONLY**

SCPB Referral \_\_\_\_\_  
SEQRA – Type I \_\_\_\_\_  
Type II \_\_\_\_\_  
APA Class A \_\_\_\_\_  
Class B \_\_\_\_\_  
Non-Juris \_\_\_\_\_  
Fee \$ \_\_\_\_\_  
Date Accepted \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Action Taken \_\_\_\_\_

**APPLICANT:**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**OWNER(S) (if different):**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**PLANS PREPARED BY:**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**Ownership Intentions** (i.e., purchases, leases, options, etc.) \_\_\_\_\_

**Tax Map Description:** Section Block \_\_\_\_\_ Lot \_\_\_\_\_ Zoning Classification \_\_\_\_\_

**Directions to Site:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the property in question within 500 feet of County or State lands, including right-of-ways, parks, municipal boundaries, watershed drainage, or County or State facilities? [ ] No [ ] Yes. If Yes please specify\_\_\_\_\_

**SUBDIVISION INFORMATION:**

Name of Subdivision\_\_\_\_\_

Total Contiguous Acreage Owned\_\_\_\_\_

Total to be Divided\_\_\_\_\_

Proposed Number of Lots\_\_\_\_\_

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

**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:**

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Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Zoning District: \_\_\_\_\_

**TO:**

**Dear Property Owner:**

Please be advised that I have applied for Subdivision 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 subdivision 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 Subdivision 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

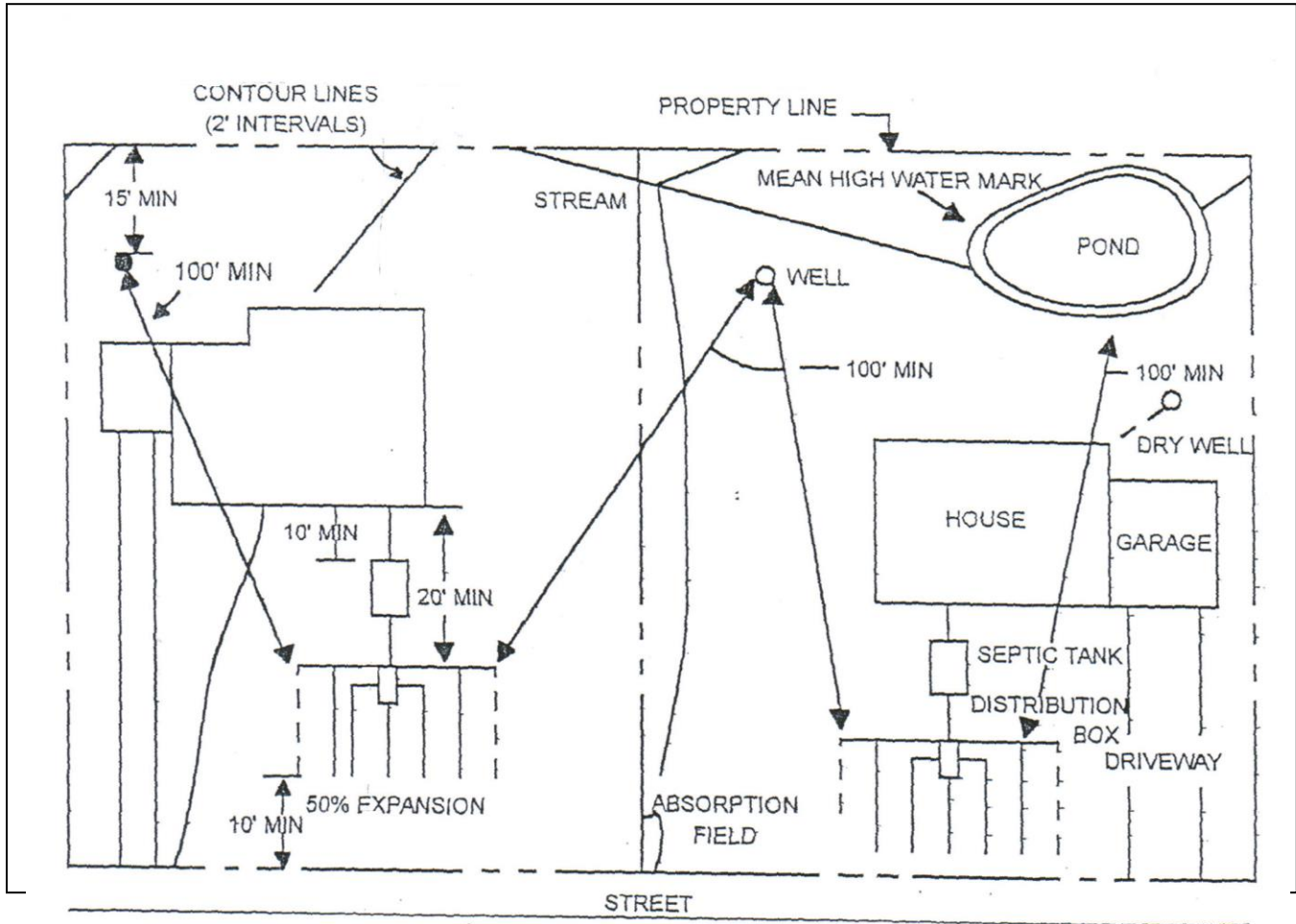
Jurat

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:

	<b>LR</b>	<b>NC</b>	<b>RMD</b>	<b>RLD</b>	<b>RRC</b>
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		