



## TOWN OF DAY PLANNING BOARD

1650 NORTH SHORE ROAD, HADLEY, NY 12835

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

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

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### 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 \$35.00.

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-of 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: \_\_\_\_\_

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

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

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 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

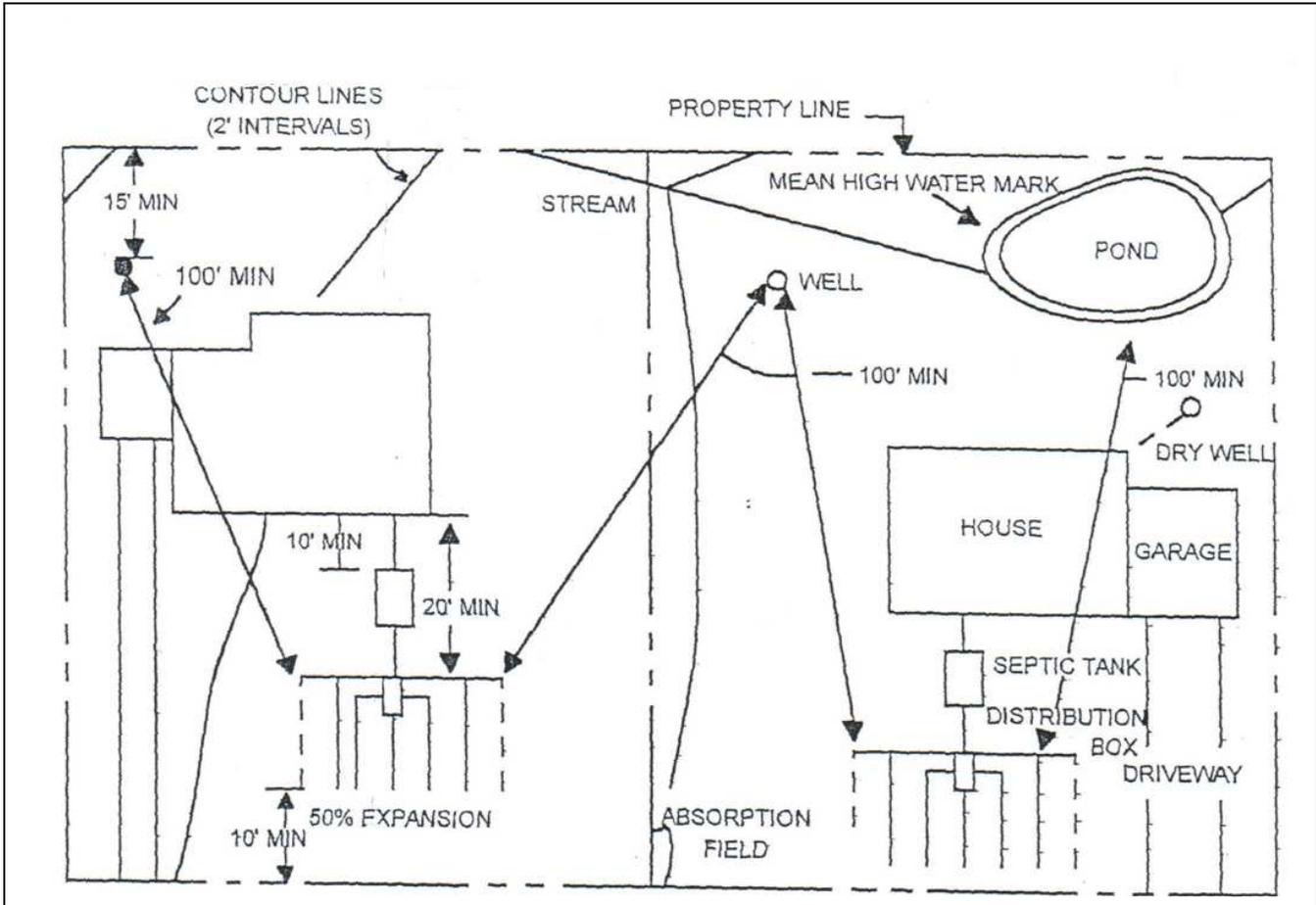
Jurat

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:

	<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		

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>	<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland				



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	<b>NO</b>	<b>YES</b>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	<b>NO</b>	<b>YES</b>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	<b>NO</b>	<b>YES</b>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor name: _____ Date: _____ Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)