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

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'/z" 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-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.

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

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_____

_____

_____

_____

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

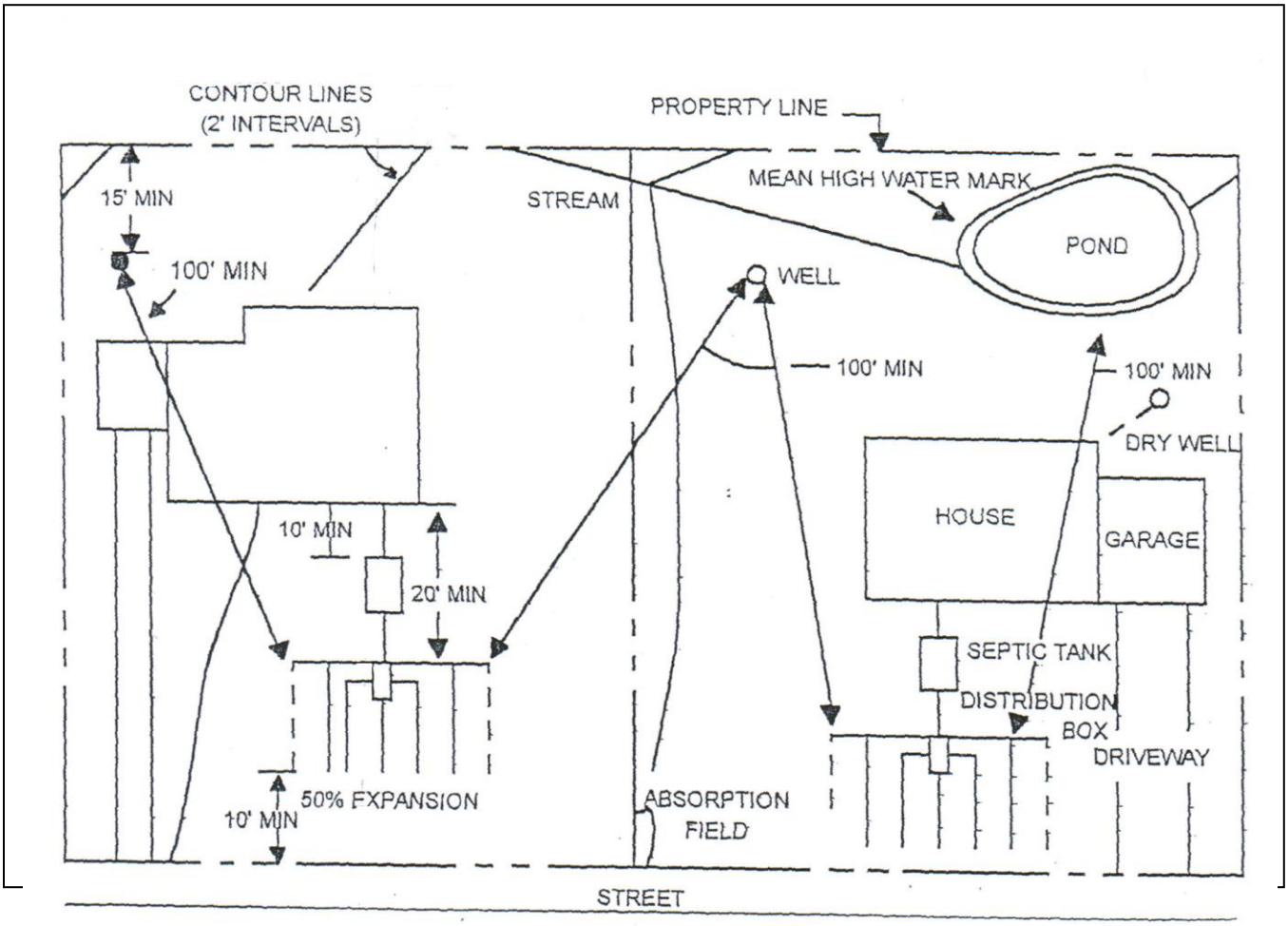
Jurat

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		

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.

Part 1 - Project and Sponsor Information		
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:

	NO	YES
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.	☐	☐
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:	☐	☐

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.
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____
☐ Parkland

RESET

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☐	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☐
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	☐	☐
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☐	☐
b. Are public transportation service(s) available at or near the site of the proposed action?	☐	☐
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	☐	☐
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	☐	☐
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	☐	☐
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	☐	☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	☐	☐
b. Is the proposed action located in an archeological sensitive area?	☐	☐
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	☐	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	☐	☐

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:
☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional
☐ Wetland ☐ Urban ☐ Suburban

	NO	YES
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☐	☐
16. Is the project site located in the 100 year flood plain?	☐	☐
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES	☐	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: ☐ NO ☐ YES _____		

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	NO	YES
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: _____	☐	☐
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: _____	☐	☐
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: _____	☐	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

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?"

	No, or small impact may occur	Moderate to large impact may occur
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)?	☐	☐

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	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)

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