



TOWN OF DAY PLANNING BOARD

1650 NORTH SHORE ROAD, HADLEY, NY 12835

PHONE: (518) 696-3789

FAX: (518) 696-3789

E-MAIL: pzclerk@townofdaynewyork.gov

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 _____

Name _____

Address _____

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:

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

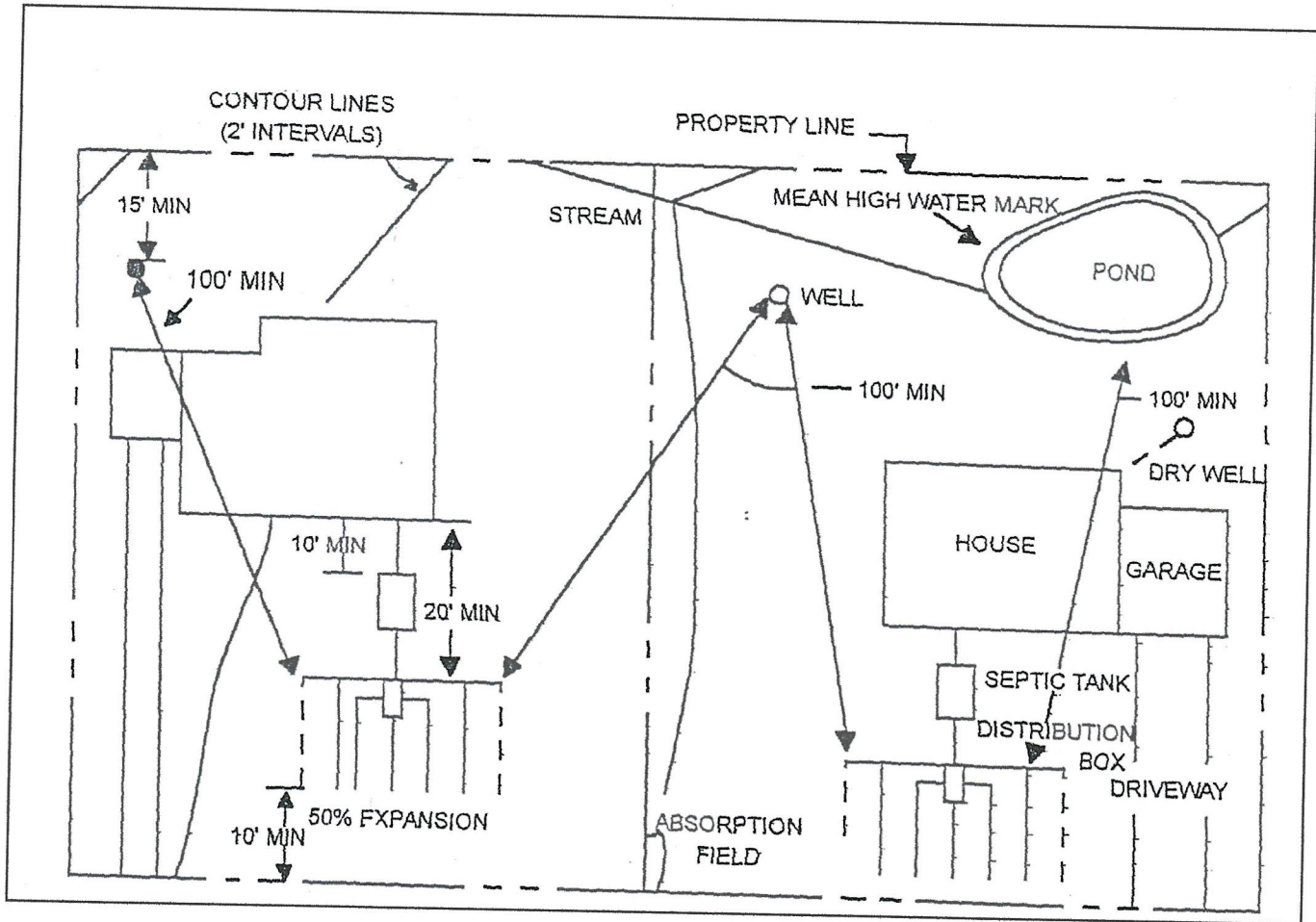
Jurat

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:

	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:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO	YES
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?			NO	YES
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				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO 	YES 	N/A
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
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?	NO	YES	
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: _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES] If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES] If No, describe method for providing wastewater treatment: _____	NO	YES	
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?	NO	YES	
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: _____	NO	YES	
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			
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?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
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	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: _____ _____	NO	YES
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: _____ _____	NO	YES
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: _____ _____	NO	YES
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)?		

	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)