



Town of Halfmoon
 2 Halfmoon Town Plaza
 Halfmoon, NY 12065
 371-7410 ext. 2267
 Fax: 371-0304
 Planning Department

Change of Use/Tenant Application

Application Fee: \$250

Project #: _____

I. PROJECT INFORMATION:

Business/Project Name: _____

Business/Project Address: _____

Applicant Name: _____ Date of Birth or Employer ID# (EIN): _____

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Property Owner (If different than Applicant AND the Owner does not sign below, please submit an original, notarized "Owner Authorization" form - attached):

Name: _____ Date of Birth or Employer ID# (EIN): _____

If a corporation, please name a responsible party/designated officer: _____

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Business Representative Name/Company (if different from above): _____

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

II. PROPOSED CHANGE: Change of Tenant (same use as existing): Change of Use:

Parcel identification # (SBL): _____

Lot Size (SF/acreage): _____

Present/Prior tenant/use: _____

Any additional tenants/uses on site: Yes No If yes, please describe: _____

Proposed use/sales/service: _____

Total area of building/site to be occupied: _____ (SF) Total area of all buildings on-site: _____ (SF)

Parking: Existing # of spaces: _____ Proposed additional spaces (if any): _____

Hours of operation:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

Expected peak hours of operation/business: _____

Number of employees: Full-time _____ Part-time _____ Seasonal _____

Applicant/Owner Signature: _____ Date: _____

(For Department Use Only)

Planning Board Action: Approved Disapproved Reason for Disapproval: _____

Signature: _____ Date: _____



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OWNER AUTHORIZATION - CHANGE OF USE / TENANT APPLICATION

The undersigned, who is the owner of the premises known as
....., identified as Tax Map #.....hereby authorizes
.....to bring the attached before the Planning
Board of the Town of Halfmoon for consideration. The undersigned further permits the Town or its authorized
representative access to the property to review existing site conditions during the review process.

STATE OF NEW YORK)
COUNTY OF SARATOGA)SS.

On thisday of,Two Thousand and, before me,
the subscriber, personally appeared to me
personally known and known to me to be the same person described in and who executed
the within Instrument, andhe.....acknowledged to me thathe.....executed the same.

Owner

Notary Public



CHANGE OF USE/TENANT APPLICATION Instructions & Checklist

(Must be submitted with application)

This Checklist and all required items must be included for an application to be considered complete and placed on the Planning Board agenda. **Please note the number of copies required for each item.**

The following items are enclosed (please check):

_____ **Completed** Change of Tenant/Use Application (**1 copy**)

_____ "Owner Authorization" (if necessary). This form must be submitted if the Applicant is not the Owner AND the Application is not signed by the Owner. (**1 copy with original signature**)

_____ Application Fee with check made payable to: "Town of Halfmoon"

_____ Narrative: A written narrative fully describing the change of tenant/use, including a description of the type of proposed business and all associated activities, including hours of operation, number of employees, expected peak time periods for customers/clients, parking demands (numbers of spaces expected to be used at peak times) and any other information to help fully explain the business. (**15 copies**)

Site Plan & Special Use Permit: Planning may require a site plan or other information required to review the application. Additionally, if changes are proposed to the site as part of the Change of Tenant/Use, an applicant may be required to submit a Site Plan Application and/or a Special Use Permit Application for consideration by the Planning Board. Please consult with the Planning Department for further information.

Signs: Often when a Change of Tenant/Use is requested, applicants intend to also replace on-site signage. A separate Sign Application is required to be completed, pursuant to Article X of Chapter 165 of the Town Code of the Town of Halfmoon. If you are considering replacing on-site signage, you may wish to apply at the same time.

Incomplete applications will not be accepted for review: Applications submitted by the deadline will be placed on the agenda at the discretion of the Planning Board Chair. Once a determination has been made that an application is complete, the Planning Board will continue its review until either approval or disapproval or the applicant withdraws the application upon written notification to the Planning Department. The Planning Board normally convenes the second and fourth Monday of the month at 7 p.m.; please verify the upcoming meeting dates following submittal of your application.

Please be aware that you must contact the Building Department for permit requirements following Planning Board approval at 371-7410 ext. 2260, Monday thru Friday, 8:00am to 4:00pm. A fire inspection will need to be scheduled after occupancy is completed. A 4" postal or suite number is required and must be seen from the road for all homes, tenant spaces and commercial buildings.

Please contact the Halfmoon Planning Department at (518) 371-7410 ext. 2267 if you have any questions or to schedule a Pre-Application meeting with Planning Department staff. You may also visit www.townofhalfmoon-ny.gov for online access to the Town Code (click "E-Code" under "Town Links" on the home page).

I have read the above instructions and checklist and fully understand and accept the requirements of the Town of Halfmoon.

Signature of Applicant: _____ **Date:** _____