



Planning Department  
Town of Halfmoon  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065  
371-7410 ext. 2266

Project #: \_\_\_\_\_

# CHANGE OF USE/TENANT

## Instructions, Checklist & Application

A Change of Use/Tenant application is typically required when a new use or tent is moving in to an **existing** building or property. The below checklist, along with all attached and required items, must be submitted for an application to be considered for placement on a Planning Board agenda. **Please initial each item submitted and sign below.**

### **Required Submittals for an application to be considered COMPLETE and ready for placement on an Agenda:**

\_\_\_\_\_ **Completed** Application (attached) = **1 copy**

\_\_\_\_\_ "Owner Authorization" (if necessary; attached). This form must be submitted if the Applicant is not the Owner of the building/property. **1 copy with original signature.**

\_\_\_\_\_ Ethics Disclosure Form (attached) = **1 copy**

\_\_\_\_\_ Narrative: A written summary describing the use/ business, number of employees (full-time, part-time, seasonal etc.), hours of operation, expected peak times for customers and/or deliveries and any other relevant information that will explain the day-to-day operations at the site. **(15 copies)**

\_\_\_\_\_ Application Fee for **\$250** with check made payable to: "Town of Halfmoon"

### **Additional important Information:**

\_\_\_\_\_ **Signs:** Applicants that submit a Change of Use/Tenant application often 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 Halfmoon Town Code. If you are considering replacing on-site signage, you may wish to apply at the same time.

\_\_\_\_\_ **Site Plan & Special Use Permit:** A Site Plan or Special Use Permit may also be required by the Planning Department and/or Planning Board, pursuant to the Halfmoon Town Code.

\_\_\_\_\_ **Incomplete applications will not be accepted.** Complete applications will be placed on the agenda at the discretion of the Planning Board Chair. Check the schedule for meeting dates and submission deadlines. **You will be notified by email if you have been placed on an agenda.** The Board will continue its review until approval or disapproval or the applicant withdraws the application by written notification.

\_\_\_\_\_ **You must contact the Building Department for Building Permit requirements following Planning Board approval at 371-7410 ext. 2260,** Monday thru Friday, 8:00am to 4:00pm. A fire inspection/"tenant set up" will need to be scheduled after occupancy is completed.

**PLEASE contact the Building Department at (518) 371-7410 ext.2260 for Building Permit and/or Inspection requirements following Planning Board approval.**

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

Applicant (Please Print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Town of Halfmoon  
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 Fax: 371-0304  
 Planning Department

# Change of Use/Tenant Application

Application Fee: \$250

## I. PROJECT INFORMATION:

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

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

Applicant Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Owner (If different than Applicant)

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: \_\_\_\_\_

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  Date of Board Approval/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 this .....day 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, and .....he.....acknowledged to me that .....he.....executed the same.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary Public



# Town of Halfmoon

## Applicant Ethics Disclosure Form (General Municipal Law Section 809)

Any person who submits an application, petition, bid or request to the Town of Halfmoon must fill out this form and submit to the Town with the application being filed. Please answer all questions.

Name of Applicant, Petitioner, or Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Application, Petition, or Bid: \_\_\_\_\_

1. Is there any Town officer or employee who both:

a. Is required, individually or in a group, to take any kind of action (other than a ministerial act\*) on your application: and

b. Has an interest\*\* in your application? If so, list the Town employee's or officer's name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. If you filled in any names for question 2 above, please fully describe in what way and to what extent each Town employee you named "has an interest":

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

\* "Ministerial Act" means an action performed in a prescribed manner imposed by law without the exercise of judgment or discretion as to the propriety of the action.

\*\* "Has an Interest" means that the Town employee or officer or his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them (a) is the applicant, or (b) is an officer, director, partner or employee of the applicant, or (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable the favorable approval of such application, petition, bid or request.