



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. **(3 copies)**

_____ Application Fee with payment 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
 2 Halfmoon Town Plaza
 Halfmoon, NY 12065
 371-7410 ext. 2266
 Fax: 371-0304
 Planning Department

Change of Use/Tenant Application

Project # _____

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: _____



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

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



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.