



Village of Schuylerville
35 Spring Street
Schuylerville, NY 12871
518-695-3881
Planning Board

Project #: _____

CHANGE OF USE/TENANT

Instructions, Checklist & Application

A Change of Use/Tenant application is typically required when a new use or tenant is moving into 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 the 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.

_____ 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 (7 copies)

_____ Application Fee with payment made payable to: "Village of Schuylerville"

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 Village of Schuylerville Zoning 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 Board, pursuant to the Village of Schuylerville Zoning 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 Code Enforcement Officer for Building Permit requirements following Planning Board approval at (518)415-9234.** A fire inspection/"tenant set up" will need to be scheduled after occupancy is completed.

PLEASE contact the Code Enforcement Officer (518)415-9234 for Building Permit and/or Inspections requirements following Planning Board approval.

I have read the above instructions and checklist and fully understand and accept the requirements of the Village of Schuylerville.

Applicant (Please Print): _____

Applicant Signature: _____

Date: _____



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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: _____



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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 Village of Schuylerville for consideration. The undersigned further permits the Village 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