



## Village of Schuylerville

35 Spring Street • Schuylerville NY 12871 • ph: 518-695-3881

office@villageofschuylerville.org

# CHANGE OF USE/TENANT

## Instructions Checklist and 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 , “The 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 and 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 deadlines. **You will be notified by email if you have been placed in the 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. A fire inspection “tenant set up” will need to be scheduled after occupancy is completed.

**YOU MUST CONTACT THE CODE ENFORCEMENT OFFICER FOR BUILDING PERMIT AND/OR INSPECTIONS REQUIREMENTS FOLLOWING PLANNING BOARD APPROVAL**



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### CHANGE OF USE TENANT APPLICATION

**PROJECT #** \_\_\_\_\_

#### **PROJECT INFORMATION**

Project Name Click or tap here to enter text.

Project Address Click or tap here to enter text.

Applicant Name Click or tap here to enter text.

Applicant Address Click or tap here to enter text.

Telephone Click or tap here to enter text. Email Click or tap here to enter text.

Property Owner **If different from Applicant**

Name Click or tap here to enter text.

If corporation, name responsible party or designated officer Click or tap here to enter text.

Address Click or tap here to enter text.

Telephone Click or tap here to enter text. Email Click or tap here to enter text.

#### **PROPOSED CHANGE:**

Change of Tenant (same use as existing) ☐ Change of use ☐

Parcel ID Number (SBL) Click or tap here to enter text.

Lot size Click or tap here to enter text.

Present/ Prior tenant use Click or tap here to enter text.

Any additional tenants/uses on site? yes ☐ no ☐

If yes, please describe Click or tap here to enter text.

Proposed use/ sales /service Click or tap here to enter text.

Total area of building to be occupied (SF) Click or tap here to enter text.

Total area of all buildings on site (SF) Click or tap here to enter text.

Total # parking spaces Click or tap here to enter text. Proposed additional Click or tap here to enter text.

Hours of operation:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Expected peak hours of operation Click or tap here to enter text.

Number of employees Full time Click or tap here to enter text. Part time Click or tap here to enter text. Seasonal Click or tap here to enter text.

Applicant Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**Departmental use only**

Planning Board Action Approved ☐ Disapproved ☐ Date of decision \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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**OWNER AUTHORIZATION FOR CHANGE OF USE/TENANT APPLICATION**

The undersigned, who is the owner of the premises known as Click or tap here to enter text.

Identified as tax map ID [Click or tap here to enter text.](#) Hereby authorizes [Click or tap here to enter text.](#) To being 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

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