

## NOTICES REQUIRED

### APPLICATIONS FOR PRELIMINARY REVIEW

Local Laws No. 4 and 5, adopted in 1990, require that, at the time of consideration for preliminary approval for all subdivisions and site plans, the applicant notify all landowners within 500 feet of the outer boundaries of the property being reviewed. Notification must be made by certified mail, but it is not necessary to send return receipt requested. At the preliminary submission, the applicant must provide proof of notification by submitting certified mailing receipts **or** a certificate of mailing (either to be stamped by the post office at the time of mailing).

The notification letter must include the following written statement:

“An application for subdivision (site plan) of lands within 500 feet of your property is being proposed. The subdivision (site plan) application will be filed with the Planning Department of the Town of Clifton Park and may be reviewed by you during normal business hours at Town Hall. Please call the Planning Department at 371-6054 if you have any questions about the procedures to review this application and the process for consideration of the proposal.”

The Planning Department recommends that you include in your notification letter the location of your project and a brief description of what you propose to do - **DO NOT** include the meeting date at which your project will be reviewed by the Planning Board.

At the time of submission of the application for preliminary subdivision (site plan) approval, the applicant shall submit, in addition to otherwise required documentation the following:

- a reproduced copy of the tax map depicting the parcel(s) of land proposed for subdivision (site plan) and all lands within 500 feet distance from the perimeter thereof
- a schedule of the names and addresses of the property owners within 500 feet from the perimeter of the lands proposed to be subdivided or considered for site plan approval
- satisfactory proof that the property owners within 500 feet of the perimeter of the lands proposed for subdivision (site plan) have been notified in writing of the nature (use, number of units, and approximate commercial square footage) of the proposed subdivision or site plan.
- a copy of the notification letter

500' Notification Requirements & Request Form  
Town of Clifton Park Planning Department

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The Planning Department is capable of supplying 500' notification information based on the following fee structure:

- \$3.00 per parcel.
- \$50.00 minimum charge.
- \$500.00 maximum charge.

For the above fee the applicant will receive:

- One (1) 8<sup>1/2</sup> x 11" map showing the parcel with a 500' buffer.
- A list of the parcel owners with owner addresses.
- Two (2) sets of mailing labels.

A copy of the **REQUEST FORM FOR 500' NOTIFICATION INFORMATION** is enclosed.

If you have any questions, please do not hesitate to call 518-371-6054.

**REQUEST FORM FOR 500' NOTIFICATION INFORMATION**

DATE: \_\_\_\_\_

I am requesting a list of property owners within 500' of the property listed below:

Property Tax Map No.: \_\_\_\_\_

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

Owner Name: \_\_\_\_\_

I agree to pay fees for this information based on §103-15.2 of the Town Code, as follows:

per parcel to be notified	\$3.00
minimum charge	\$50.00
maximum charge	\$500.00

In return for payment I expect to receive the following:

1. an 8 1/2" x 11" map showing the 500' buffer around the parcel
2. a list of the parcels with owners names and addresses
3. (2) sets of mailing labels

*(This information is deemed reliable based on the most current tax information available but is not guaranteed.)*

SIGNATURE: \_\_\_\_\_

*(please print)*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

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FOR OFFICE USE

FEE FOR THIS APPLICATION:

Date Request Received: \_\_\_\_\_ # of Parcels \_\_\_\_\_ x \$3.00 = \_\_\_\_\_

Date Request Filled: \_\_\_\_\_ Max. \_\_\_\_\_ Min. \_\_\_\_\_

**1/2008**

FEE COLLECTED: \_\_\_\_\_