



# CITY OF SARATOGA SPRINGS

PLANNING BOARD



City Hall - 474 Broadway  
Saratoga Springs, New York 12866-2296  
Tel: 518-587-3550 fax: 518-580-9480  
<http://www.saratoga-springs.org>

[FOR OFFICE USE]
_____
(Application #)
_____
(Date received)

(Rev: 03/2018)

<p align="center"><b>APPLICATION FOR: APPROVAL EXTENSIONS – SPECIAL USE PERMIT, SITE PLAN, LAND DISTURBANCE ACTIVITY, SUBDIVISION</b></p>
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Project Name: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_

Date of original Planning Board approval: \_\_\_\_\_

Current expiration date: \_\_\_\_\_

- Special Use Permit approval – 18 month extension
- Site Plan approval – 18 month extension
- Land Disturbance Activity approval – 18 month extension
- Subdivision approval – 90 day extension

Reason for Extension: \_\_\_\_\_

Since the project was originally approved, are there any significant changes to the site or neighborhood or within the circumstances and findings of fact upon which the original approval was granted?  No  Yes If Yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT(S)\*

OWNER(S) (If not applicant)

ATTORNEY/AGENT

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Identify primary contact person:  Applicant  Owner  Agent

\* An applicant must be the property owner, lessee, or one with an option to lease or purchase the property in question.

Does any City officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application?  No  Yes If Yes, a statement disclosing the name, residence, nature and extent of this interest must be filed with this application.

**Please check the following to affirm information is included with submission:**

- 2 hard copies (1 with original signature) and one electronic copy (PDF)** of complete application and ALL attachments.
- Application Fee: A check for the total amount below payable to: "Commissioner of Finance" MUST accompany this application.

**Special Use Permit approval extension**

\$300

**Site Plan approval extension**

Residential - \$300

Non-Residential - \$600

**Land Disturbance Activity approval**

**extension**  \$250

**Subdivision approval extension**

Residential - \$120

Non-Residential - \$300

Submission Deadline - Applications must be submitted **prior to approval expiration**. Check City's website ([www.saratoga-springs.org](http://www.saratoga-springs.org)) for application deadlines and meeting dates.

I, the undersigned owner, leasee or purchaser under contract for the property, hereby request approval by the Planning Board for the aforementioned extension of the Site Plan approval.

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

If applicant is not currently the owner, the owner must also sign.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_