

NOTICES REQUIRED- SUBDIVISION 500 FT NOTIFICATION

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 of lands within 500 feet of your property is being proposed. The subdivision 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 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 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 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

For the above the applicant will receive:

- One (1) 8 ½” 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 included in the subdivision application package. This form should be completed and remitted back to the Planning Staff with the initial concept application submittal.

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

TOWN OF CLIFTON PARK--PLANNING DEPARTMENT

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: _____

Form to be submitted at time of concept approval. Applicant will receive at or prior to the time of subdivision submittal 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.)

SIGNATURE: _____

(please print)

NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

FOR OFFICE USE

Date Request Received: _____

Date Request Filled: _____