



*Village
Kings of Point*

APPLICATION FOR THE ARCHITECTURAL AND PRELIMINARY SITE REVIEW BOARD

Instructions:

In order for an application to be considered by the Board each of the 21 below listed items must be provided. Submit eight (8) complete collated sets consisting of all application forms, plans, photos, and any other documents together with the application fee and deposit. At least one (1) set must be an original, and the remaining seven (7) sets may be copies. All eight (8) landscape plans and cut/fill plans **MUST** be color coded. All plans and drawings must be signed and sealed by a Registered Architect or Professional Engineer from the State of New York. All landscape plans for New Houses must be signed and sealed by a N.Y.S. Registered Landscape Architect. Completed applications must be submitted to the Secretary to the Architectural and Preliminary Site Review Board only. Submissions can be made on any business day no later than 3:00pm. Incomplete applications will not be accepted for consideration by the Board. Incomplete applications will not be temporarily held or accepted. The owner will be notified of the meeting date in writing by mail, in a timely manner to allow for the required 100-foot mailing notice to occur. Follow the numbered corresponding instructions below. Where the word “must” appears on this form, it implies absolute obligation and necessity of the requirement.

1. **Application Forms:** All application forms must be read and all information blanks must be filled in completely. All forms must be signed and notarized by the owner, and must be notarized, signed, and sealed by the licensed professionals. If this application is an amendment to a previous approval, eight (8) copies of the previously approved drawings and any decisions must be provided, in addition to all the above stated requirements for the new application. *Required for ALL applications.*
2. **Deed:** Provide a copy of the most recent deed for the subject property. *Required for ALL applications.*
3. **Photographs:** The existing main building & accessory buildings on the property must be completely photographed & color prints must be provided. *Required only for applications for proposed new main buildings, proposed alterations to existing main buildings, and proposed accessory buildings.*
4. **Aerial Photo:** A color aerial photo of the site and adjacent surrounding sites must be provided. Internet satellite photos are acceptable. *Required for ALL applications.*
5. **Survey:** Provide a recent survey of the subject property showing the following information. The survey must document all existing natural site conditions and manmade structures. It must include Quantified gross lot area and lot area with defined exclusions as defined in Village Code Section 161-3, Contoured site topography in the 1988 North American Vertical Datum, F.I.R.M. Flood Zones, and all Tidal and Freshwater wetlands confirmed by the N.Y.S.D.E.C. Topographic contours shall be projected fifty (50) feet from all property lines on to all adjacent streets and properties. Show all waterways, sewers, sanitary and drainage facilities, utilities, bulkheads, walls, roads, impervious surfaces, all trees over 6 inches in diameter, and existing fences. The survey must document the elevation of the cellar floor, first floor, second floor, and roof. *Required for ALL applications.*
6. **Site Development Grading & Drainage Plan:** Provide a comprehensive and fully engineered civil site development plan showing the following information: All the property owned or controlled by the applicant and all other property within fifty (50) feet of applicant's property. All existing and proposed topographical contours. All existing and proposed waterways, sewers, sanitary and drainage facilities, utilities, bulkheads, walls, buildings, roads, impervious surfaces, all trees over 6 inches in diameter, and fences. A 6-foot tall chain link temporary safety fence with black privacy mesh must surround the site as well as any other necessary protective features of the work. Engineering calculations of all proposed sanitary and drainage systems must be provided. Structural design load calculations must be provided for all structures such as retaining walls and bulkheads. All utilities must be placed underground and must obtain a Board of Trustees approved easement for utilities in any Village Right of Way. *Site plans are required for ALL applications. Grading & drainage plans are not required on applications that propose no grade changes and don't require drainage.*
7. **Landscape Plan:** A color coded landscape plan must be provided to differentiate all plantings and surface materials. Landscape plans for new houses must be prepared by a Registered Landscape Architect. The landscape plan must provide a detailed, quantified tree inventory of the entire property. Trees to be removed must be identified on the plan and in the field, and reasons for removal must be stated. Trees to remain must be protected. The total number of trees to be removed and total number of replacement trees must be stated. Replacement species and caliper must be provided and located on the plan along with height and separation distance. All impervious materials must be identified on the plan. All 8 copies **MUST** be color coded. *Color coded landscape plans are required for ALL applications. Applications that do not propose substantial changes to existing landscaping are not required to be prepared by a Registered Landscape Architect. On such applications, the existing landscaping to remain can be documented in a concise general manner. However, proposed landscape planting must be specific in species, size, and quantity.*

8. **Plant Photos:** Full color photos of all vegetation proposed on the landscape plan must be provided. *Required for ALL applications.*
9. **Cut and Fill Plan:** All changes of grade shall be shown on a separate color-coded site plan with no less than 6 differentiating colors. Areas to be cut shall be shown in three separate colors to distinguish cuts of 0 to 2 feet, 2 to 4 feet, and 4 to 6 feet. Any area to be cut more than 6 feet shall be shown in an additional color. Areas to be filled shall be shown in three separate colors to distinguish fill of 0 to 2 feet, 2 to 4 feet, and 4 to 6 feet. Any area to be filled more than 6-feet shall be shown in an additional color. A cut/fill legend must be provided indicating the depth of cut or fill that each color represents. All 8 copies **MUST** be color coded. *Color coded cut and fill plans are not required on applications that do not propose grade changes.*
10. **Existing Property Cross Sections:** Provide diagrammatic cross sections through the entire property, drawn to scale, showing the elevations of the existing dwelling. This must include all existing floor levels, existing final grade levels, and existing roof heights. *Existing property cross sections are not required on applications that do not propose changes to existing grades or changes to building height.*
11. **Proposed Property Cross Sections:** Provide diagrammatic cross sections through the entire property, drawn to scale, showing the elevations of all proposed structures. This must include all proposed floor levels, proposed final grade levels, proposed building roof heights, proposed sanitary and drainage structures, and their relationship to the elevation of ground water levels. Elevation values must be assigned to each proposed design feature. The proposed property cross sections shall be drawn to the same scale as the existing property cross sections (see the previous requirement on this application) *Proposed property cross sections are not required on applications that do not propose changes to existing grades or changes to building height.*
12. **Floor Plans:** Floor plans must be provided for each level of the building: cellar/basement, first floor, second floor, and attic. All floor plans must be fully dimensioned to the outside face of exterior walls. *Floor plans are not required on applications that do not propose new buildings or changes to existing buildings.*
13. **Roof Plan:** An overhead roof plan must be provided. Roof planes must be clarified with directional pitch arrows. *Roof plans are not required on applications that do not propose new buildings or changes to existing buildings.*
14. **Building Sections:** Longitudinal building cross sections must be shown through the entire structure. All stories must be dimensioned. Overall building height must be dimensioned. Topographic values must be provided for all finished floor levels, grade levels, and roof height levels. *Building sections are not required on applications that do not propose new buildings or changes to existing buildings.*
15. **Elevations:** Elevation views must be provided for all sides of the building. Elevations must include the proposed height elevations and dimensions of grade levels, cellar floor level, first floor level, second floor level, top of roof, top of foundation, top of roof eaves. The elevation views must include areas of the façade that are below grade; this includes cellar space concealed behind rows of retaining walls, and lower level walkout entrances. All sky exposure plane diagrams must be dimensioned. Chimneys must be brick, stone or stucco. Vinyl siding will not be accepted. Mechanical venting is not permitted in front of the building. *Building elevations are not required on applications that do not propose new buildings or changes to existing buildings.*
16. **Renderings:** Full color perspective renderings must be provided for all projects. Full color rendering views must be provided for the front and one side and the rear and one side. Additionally, full color rendered elevations must be provided for each side of the building. *Required for ALL applications.*
17. **Stake Out Plan:** All proposed construction must be staked out in the field. All stakes must be visible to Village Officials, and must be numbered to correspond to a numbered stake out plan. A description of the stakes must be provided on the stake out plan; (i.e. 12-inch tall wood stakes with red flags, etc). The field stake out must be completed before the application is submitted to the Village, as site reviews are conducted promptly after submission. Failure to provide a stake out will result in an adjournment of the application. *Stake outs and stake out plans are not required on applications that do not propose new structures or alterations to existing structures that do not alter the footprint.*
18. **Landscape Lighting Plan:** A basic landscape lighting plan must be provided. Plans shall include but not be limited to exterior light fixture types, quantities, locations, and descriptions. Lighting information may be included on the required color-coded landscape plan if feasible.

19. **Radius Map and List and Notice to Adjacent Property Owners:** The applicant is required to send a notice to property owners or others within a 100-ft. radius of the lot lines of the subject property with regard to the application. Such notice shall be sent by the applicant in a manner that can be tracked; guarantees delivery within two calendar days; and does not require the signature of the person to whom it is sent, using either a nationally recognized overnight courier service or the United States Postal Service. Such notice shall be sent not more than 25 days nor less than 17 days before the date of the next meeting at which the application will be addressed. The applicant shall file with the application a radius map showing all of the properties for which the notice is required to be served, with the tax map section, block, and lot numbers shown on the radius map; a list of the owners' names and mailing addresses for all of the properties identified on the radius map, with the tax map designations for such properties. If the property is within the Village, the applicant shall use the then-current Village assessment roll for such information. Not less than 10 days prior to such meeting, the applicant shall file with the clerk of such board or commission an affidavit of service of the required notice; and proof of delivery of each of such notices from the courier service. *Required for ALL applications.*
20. **Electronic Documents:** All applicants MUST provide electronic viewable PDF files for all of the above documents on USB flash drives. Each document must be saved as a separate PDF file and the file name must reflect what the document is. (i.e., deed, survey, site plan, renderings, etc.) All PDF images must be in full color. Scanned documents must be fully legible. *Required for ALL applications.*
21. **Fees:** Application fees are as follows. All checks are payable to the Village of Kings Point. Returning applicants that have been adjourned by the Board are required to make a completely new application without additional fees. Separate checks are required for Fees and Deposits.
1. \$1000.00 New main building (Non-refundable fee)
 2. \$1000.00 Addition/alteration to a main building which would exceed 50% of the existing replacement cost. (Non-refundable fee)
 3. \$500.00 Addition/alteration to a main building which would not exceed 50% of the existing replacement cost. (Non-refundable fee)
 4. \$500.00 Solar panel application (Non-refundable fee)
 5. \$250.00 Accessory buildings and new landscape improvements that were not previously adjourned. (Non-refundable fee)
 6. \$5000.00 Deposit (Used for publication, stenographer, legal, etc.) Once the balance of the deposit falls below \$1,000.00, all review and processing of the application shall stop until an additional deposit in the amount of \$1,500.00 is deposited by the applicant. Such additional deposits in the amount of \$1,500.00 shall be required whenever the balance of the deposit falls below \$1,000.00 until the case is closed. Once the case is closed the remaining balance will be returned to the applicant.



*Village of
Kings Point*

**APPLICATION FOR THE
ARCHITECTURAL AND PRELIMINARY
SITE REVIEW BOARD**

Property Location: _____

Section: _____, Block: _____, Lot(s): _____

The location of the house number must be indicated here (post, fence, pier, mailbox, tree etc): _____

If this is an amendment to a previous Architectural and Preliminary Site Review Board approval, provide the approval date: _____

Property Owner Name: _____

Address: _____

Home Phone: _____ Mobile Phone: _____ Business: _____ Email: _____

Architect/Engineer of Record: _____

Address: _____

Office Phone: _____ Mobile Phone: _____ Fax: _____ Email: _____

Does the subject property have any open or expired building permits? _____ (Yes or No) If yes, provide a list of the open or expired permits.

Does the subject property have any outstanding violations? _____ (Yes or No) If yes, provide a list of the outstanding property violations.

State proposed work in detail: _____

Provide information in the spaces below and on the drawings to indicate the color and material of both the existing and proposed construction.

Porch:	Color: _____	Material: _____
Walkways:	Color: _____	Material: _____
Rails/Balustrade:	Color: _____	Material: _____
Driveway:	Color: _____	Material: _____
Apron/curbs:	Color: _____	Material: _____
Driveway pillars:	Color: _____	Material: _____
Fences:	Color: _____	Material: _____
Patios/Terraces:	Color: _____	Material: _____
Retaining walls:	Color: _____	Material: _____
Building façade:	Color: _____	Material: _____
Roofing material:	Color: _____	Material: _____
Doors:	Color: _____	Material: _____
Windows:	Color: _____	Material: _____
Door & Window trim:	Color: _____	Material: _____
Gutters/leaders:	Color: _____	Material: _____
Soffits:	Color: _____	Material: _____
Chimneys:	Color: _____	Material: _____
Columns/pilasters:	Color: _____	Material: _____

Sworn to before me this _____ day

Of _____, 20_____

Signature of Architect/Engineer

Notary Public Signature

Print Architect/Engineer's Name

Notary Stamp:

Architect/Engineer's Address

Name of Owner (print name): _____ Being duly sworn depose and state that I am the owner of the property known as (property location): _____.

That all statements made in this application are true to the best of my knowledge and belief. I hereby authorize the members of the Architectural and Preliminary Site Review Board (ARB), the Building Inspector of the Village of Kings Point, and Legal Counsel to the ARB, to enter upon and inspect my property prior to the ARB rendering a determination with regard to this application, at any and all reasonable times. I hereby state that all conditions set forth on page one (1) of this application will be implemented in a timely manner prior to the meeting. I also understand that any approvals granted by the ARB do not constitute a building permit and that a building permit must be obtained from the Village of Kings Point Building Department.

Sworn to before me this _____ day

Of _____, 20_____

Notary Public Signature

Signature of Owner

Notary Stamp:

Subject Property Address: _____

Section _____, Block _____, Lot(s) _____

Subject Property Owner: _____

Professional Design Affidavit (Civil Site Plans and Color-Coded Cut/Fill Grading Plans)

I hereby state that I am the architect/engineer of the civil site plans and color-coded cut/fill grading plans submitted with the application and that I have been authorized to design these plans by the above-mentioned owner of the subject property. I further certify that the plans submitted comply with all applicable federal, state, and county laws, and with the ordinances and regulations of the Village of Kings Point. I further state that I am aware that I am required to be present at the scheduled meeting of the Planning Board on behalf of this application. I also understand that any approvals granted by the Planning Board do not constitute a building permit and that a building permit must be obtained separately from the Village of Kings Point Building Department and have advised the homeowner of the same.

Sworn to before me this _____ day _____

Of _____, 20 _____

Print name of Architect/Engineer_____
Notary Public Signature_____
Signature of Architect/Engineer

Notary Stamp:

(Professional Seal)

Professional Design Affidavit (Architectural House Plans)

I hereby state that I am the architect/engineer of the architectural house plans submitted with the application and that I have been authorized to design these plans by the above-mentioned owner of the subject property. I further certify that the plans submitted comply with all applicable federal, state, and county laws, and with the ordinances and regulations of the Village of Kings Point. I further state that I am aware that I am required to be present at the scheduled meeting of the Planning Board on behalf of this application. I also understand that any approvals granted by the Planning Board do not constitute a building permit and that a building permit must be obtained separately from the Village of Kings Point Building Department and have advised the homeowner of the same.

Sworn to before me this _____ day _____

Of _____, 20 _____

Print name of Architect/Engineer_____
Notary Public Signature_____
Signature of Architect/Engineer

Notary Stamp:

(Professional Seal)

Professional Design Affidavit (Landscape Plans)

I hereby state that I am the landscape architect of the landscape plans submitted with the application and that I have been authorized to design these plans by the above-mentioned owner of the subject property. I further certify that the plans submitted comply with all applicable federal, state, and county laws, and with the ordinances and regulations of the Village of Kings Point. I further state that I am aware that I am required to be present at the scheduled meeting of the Planning Board on behalf of this application. I also understand that any approvals granted by the Planning Board do not constitute a building permit and that a building permit must be obtained separately from the Village of Kings Point Building Department and have advised the homeowner of the same.

Sworn to before me this _____ day _____

Of _____, 20 _____

Print name of Landscape Architect_____
Notary Public Signature_____
Signature of Landscape Architect

Notary Stamp:

(Professional Seal)

For approval of all new homes, all applications must be prepared, submitted, and presented at the public hearing collectively by the architect, engineer, and landscape architect who designed the site grading, hardscape, new dwelling, and landscaping.

VILLAGE OF KINGS POINT
ARCHITECTURAL AND PRELIMINARY SITE REVIEW BOARD
SUPPLEMENTAL ZONING INFORMATION

Owner(s) Name: _____

Architect/Engineer: _____

Residential District (Please check one): A2 Zone: _____ A Zone: _____

Subject Property Address: _____

Section: _____ Block: _____ Lot (s): _____

New House Construction: (Please check one) Yes: _____ No: _____ Accessory Structure: (Please check one) Yes: _____ No: _____

Additions/Alterations to Existing: (Please check one) Yes: _____ No: _____ Landscape Plan: (Please check one) Yes: _____ No: _____

Description of Work: _____

<u>DESCRIPTION</u>	<u>MAX/MIN PERMITTED</u>	<u>EXISTING</u>	<u>PROPOSED</u>
<u>Lot Area (Gross & Net)</u>	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
VC: 161-11.A / 161-18.A			
<u>Street frontage</u>	_____ feet	_____ feet	_____ feet
VC: 161-11.B / 161-18.B			
<u>Lot Width</u>	_____ feet	_____ feet	_____ feet
VC: 161-11.C / 161-18.C			
<u>Front Yard</u>	_____ feet	_____ feet	_____ feet
VC: 161-10.A / 161-17.A			
<u>Side Yard</u>	_____ feet	_____ feet	_____ feet
VC: 161-10.B / 161-17.B			
<u>Side Yard</u>	_____ feet	_____ feet	_____ feet
VC: 161-10.B / 161-17.B			
<u>Rear Yard</u>	_____ feet	_____ feet	_____ feet
VC: 161-10.C / 161-17.C			
<u>Floor Area</u>	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
VC: 161-30.1			
<u>Building Area</u>	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
VC: 161-30.2			
<u>Building Height</u>	_____ feet	_____ feet	_____ feet
VC: 161-30.4.A			
<u>Accessory Buildings Area</u>	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
VC: 161-24.A.1 (single building)			
<u>Accessory Buildings Area</u>	_____ sq. ft.	_____ sq. ft.	_____ sq. ft.
VC: 161-24.A.2 (total buildings)			
<u>Accessory Buildings Height</u>	_____ feet	_____ feet	_____ feet
VC: 161-24.A.5			
<u>Accessory Buildings Setback</u>	_____ feet	_____ feet	_____ feet
VC: 161-24.A.6			

Front Yard Impervious Coverage: VC: 161-30.3.A

Area of Front Yard(s) _____ square feet

Area of Front Yard Impervious Surfaces _____ square feet

Percent of Front Yard Impervious Coverage _____ % (35% max)

Total Lot Impervious Coverage: VC: 161-30.3.B

Net Lot Area _____ square feet

Area of Total Lot Impervious Surfaces _____ square feet

Percent of Total Lot Impervious Coverage _____ square feet

Changes in Grade: VC: 100-2 and 100-11

Existing First Floor Elevation: _____ Proposed First Floor Elevation: _____ Difference: _____ feet

Existing Average Mean Grade Elevation: _____ Proposed Average Mean Grade Elevation: _____ Difference: _____ feet

Proposed Average Mean Grade Elevation: _____ Proposed First Floor Elevation: _____ Difference: _____ feet

Fill excavated from the site for construction: _____ cubic feet Fill imported to the site: _____ cubic feet

Fill redistributed on the site for grading: _____ cubic feet Fill removed from the site: _____ cubic feet

Sworn to before me this _____ day

(Professional Seal)

Of _____, 20_____

Signature of Architect/Engineer

Notary Public Signature

Print Architect/Engineer's Name

Notary Stamp:

Architect/Engineer's Address

VILLAGE OF KINGS POINT
ARCHITECTURAL AND PRELIMINARY SITE REVIEW BOARD
ZONING CERTIFICATION STATEMENT

Subject Property Address: _____

Owner's Name: _____

The undersigned professional hereby certifies that the attached plans meet all of the requirements of the Village of Kings Point Village Code, except the following:

1. Village Code: _____

Reason: _____

2. Village Code: _____

Reason: _____

3. Village Code: _____

Reason: _____

4. Village Code: _____

Reason: _____

5. Village Code: _____

Reason: _____

6. Village Code: _____

Reason: _____

7. Village Code: _____

Reason: _____

8. Village Code: _____

Reason: _____

9. Village Code: _____

Reason: _____

10. Village Code: _____

Reason: _____

I acknowledge that the Architectural and Preliminary Site Review Board is relying on the accuracy of this statement in order to make a proper determination regarding this application. I understand that in the event that said certification is incorrect, a new application will have to be made to the Architectural and Preliminary Site Review Board, with new fees, and the customary time period in filing and processing will have to be followed.

(Professional Seal)

Sworn to before me this _____ day

Of _____, 20_____

Signature of Architect/Engineer_____
Print Architect/Engineer's Name_____
Notary Public Signature_____
Architect/Engineer's Address

Notary Stamp:

Date Received: _____

ARB Fees: _____



*Village of
Kings Point*

APPLICATION FOR THE
ARCHITECTURAL AND PRELIMINARY
SITE REVIEW BOARD

**DISCLOSURE AFFIDAVIT
GENERAL MUNICIPAL LAW SECTION 809**

(PLANNING BOARD)

(BOARD OF APPEALS)

(BOARD OF TRUSTEES)

(ARCHITECTURAL AND PRELIMINARY SITE REVIEW BOARD)

(LANDMARKS PRESERVATION COMMISSION)

VILLAGE OF KINGS POINT

----- X

In the Matter of the Application of

-----X

STATE OF NEW YORK)

ss:

COUNTY OF NASSAU)

DISCLOSURE

AFFIDAVIT

General Municipal Law
Section 809

_____, being duly sworn, deposes and says:

1. I am the (applicant with respect to)(owner of the premises which are the subject of) the attached application.
2. I make this affidavit for the purposes of complying with the requirements of General Municipal Law Section 809.
3. No officer of the State of New York, and no officer or employee of the County of Nassau, the Town of North Hempstead, or the Village of Kings Point, and no party officer of any political party, has an interest in the attached application within the meaning of General Municipal Law Section 809, except as stated hereinafter (if none, state "NONE");

Name

Address

Position

Nature of Interest

Sworn to before me this _____

Day of _____, 20____

Signature

Notary Public

**VILLAGE OF KINGS POINT
ARCHITECTURAL AND PRELIMINARY SITE REVIEW BOARD**



AFFIDAVIT OF MAILING NOTICE

Subject Property Address: _____

Name of Owner/Applicant (print name) _____ being duly sworn,
deposes and says: On the _____ day of _____, 20____,

I sent by a nationally recognized overnight courier service or the United States Postal Service, in a manner that can be tracked; guarantees delivery within two calendar days; and does not require the signature of the person to whom it is sent; not more than 25 days nor less than 17 days before the date of the next meeting at which the application will be addressed; notice to each person on the list of the names and addresses filed with my application, a true copy of the notice required by the Rules and Regulations of the Architectural and Preliminary Site Review Board of the Village of Kings Point, a copy of which notice is hereto annexed. Proof of delivery of each of such notices from the courier service from said mailing are attached and made part of this affidavit.

The persons named in said list and to whom I mailed said notice are all the owners of all the lands within a radius of 100-feet of the subject property affected by my said application as shown in the records of the Clerk's Office of The Village of Kings Point and in said list are the Post Office addresses of said persons.

Signature of Owner/Applicant

Sworn to before me this _____ day
Of _____, 20____

Notary Public

**VILLAGE OF KINGS POINT
ARCHITECTURAL AND PRELIMINARY SITE REVIEW BOARD**



NOTICE TO PROPERTY OWNERS

To: _____

PLEASE TAKE NOTICE that the undersigned has made application to the Village of Kings Point Architectural and Preliminary Site Review Board in order to permit:

Address of Subject Premises: _____
 Section: _____, Block: _____, Lot(s): _____ Zoning District: _____

A public hearing will be held by the Village of Kings Point Architectural and Preliminary Site Review Board regarding the above mentioned application at Kings Point Village Hall located at 32 Steppingstone Lane, Kings Point, New York on the _____ day of _____, 20____ at 6:30pm.

All applications and accompanying exhibits are on file at the Kings Point Village Hall and may be viewed Monday through Friday from 9:30am to 4:30pm. At said hearing all parties in interest will be given an opportunity to be heard.

This notice is sent to you in a manner that can be tracked; guarantees delivery within two calendar days; and does not require the signature of the person to whom it is sent, using either a nationally recognized overnight courier service or the United States Postal Service under the provisions of the Rules and Regulations of the Village of Kings Point Architectural and Preliminary Site Review Board requiring the applicant to notify all property owners within a radius of 100-feet of the above mentioned premises.

Name of Subject Property Owner: _____
 Name of Applicant (If other than owner): _____

Signed: _____ Dated: _____