



*Village of  
Kings Point*

## PLANNING BOARD APPLICATION FOR SUBDIVISION OF LAND

Case No: \_\_\_\_\_

Date: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Section \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_

Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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 violations.

Have any Kings Point Village Boards rendered any decisions on the subject property? \_\_\_\_\_ (Yes or No). If yes, provide a list of those Village Boards along with their case numbers, and provide copies of the decisions.

### SUBMISSION FOR PRELIMINARY APPROVAL

Plans submitted for preliminary approval must state "PRELIMINARY PLAT". Provide 1 original & 9 copies of each of the documents listed below. 10 complete collated packets must be submitted. PDF document files must be provided.

1. **Application Forms:** Every page of this application form must be completed, notarized and signed where required, and submitted as a package. Any additional required documents must also be submitted.
2. **Deed:** Provide a copy of the most recent deed for the subject property.
3. **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. The survey 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.
4. **Plat Plan:** Provide a proposed plat plan showing all proposed parcels requested under this application for subdivision of land.
5. **Civil Site 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. Proposed roads require a road profile plan.
6. **Erosion Control Plan:** For land disturbance in excess of one acre provide a Storm Water Pollution Prevention Plan (SWPPP). For land disturbances under one acre provide an erosion and sediment control plan showing how storm water erosion of soil will be contained on site during construction using best management practice methods.
7. **Application Fees:** An original application fee is \$2,000. A revised application fee is \$500 if filed within 100 days of disapproval. All checks are payable to Village of Kings Point.
8. **Application Deposit:** The initial application deposit is \$5,000. A separate check must be made payable to Village of Kings Point
9. **Notice:** A notice, in a form provided by the Village, must be given by the applicant to property owners or others within a 400-ft. radius of the lot lines of the subject property and the clerk of any adjacent municipality, other than the City of New York, within 500 feet of the affected premises including the Town of North Hempstead, and the Village of Kings Point, 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. A copy of the radius map along with the meeting notification must be provided to all parties that are being notified of said hearing. 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. (See pages 7, 8, 9 of this application).

### SUBMISSION FOR FINAL APPROVAL

Plans submitted for final approval must state "FINAL PLAT" and must incorporate any changes to the preliminary plat as required by the Planning Board, Village Engineer, or Building Department. The "Final Plat" plan must provide a signature block for the Chairman of The Planning Board, Village Engineer, and such other signatures as may be required if to be filed with the Nassau County Clerk, and for any other municipalities having jurisdiction.

Provide 1 original & 9 copies of each of the documents listed below. 10 complete collated packets must be submitted. PDF document files must be provided.

1. **Plat Plan:** Provide a proposed "Final Plat" plan showing all proposed parcels requested under this application for subdivision of land.
2. **Park Fees:** Provide park fees if required.
3. **Application Fees:** \$1000 plus \$500 for each plot or lot shown on the plat submitted for approval.
4. **Notice:** A notice, in a form provided by the Village, must be given by the applicant to property owners or others within a 400-ft. radius of the lot lines of the subject property and the clerk of any adjacent municipality, other than the City of New York, within 500 feet of the affected premises including the Town of North Hempstead, and the Village of Kings Point, with regard to the application. See the notice requirements under item 9 above for specifics.

**BE ADVISED: YOU MUST APPLY TO THE NASSAU COUNTY DEPARTMENT OF ASSESSMENT AFTER THE FINAL MAP HAS BEEN SIGNED. SUBDIVISIONS OF 5 OR MORE LOTS REQUIRE APPROVAL BY THE NASSAU COUNTY PLANNING COMMISSION.**



*Village  
Kings Point*

**PLANNING BOARD  
APPLICATION FOR SUBDIVISION OF LAND**

**PETITION FOR SUBDIVISION OF LAND**

TO: THE PLANNING BOARD OF THE VILLAGE OF KINGS POINT

1. The petitioner(s) listed below is (are) the owner(s) in fee of a parcel of land situated on the (North, South, East, West) \_\_\_\_\_ side of \_\_\_\_\_ Street, \_\_\_\_\_ feet \_\_\_\_\_ (North, South, East, West) of \_\_\_\_\_ Street and designated on the Nassau County Land and Tax Map as Section \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_

Current known address of the property: \_\_\_\_\_

A metes and bounds description of the property is annexed hereto. The above-described property is hereinafter referred to as the "subject property".

Petitioner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

2. The subject property is located in an \_\_\_\_\_ (A or A2) zoning district of the Village of Kings Point.
3. The subject property contains \_\_\_\_\_ square feet of gross lot area and lot area with defined exclusions as defined in Village Code Section 161-3 and all existing structures to remain and all proposed new structures are shown as such on the subdivision map hereinafter referred.
4. Date property was acquired \_\_\_\_\_
5. Does the petitioner(s) own any contiguous property, which is not included in the proposed subdivision? \_\_\_\_\_ (Yes or No) If yes, annex a description of such contiguous property, and explain why it is not included in the proposed subdivision:  
\_\_\_\_\_  
\_\_\_\_\_
6. Was the subject property the subject of any previous subdivision application? \_\_\_\_\_ (Yes or No) If yes, give the date(s) and attach copies of all Planning Board decisions.  
\_\_\_\_\_  
\_\_\_\_\_
7. The petitioner(s) represents that there are no covenants, restrictions, agreements or easements, which would prevent or inhibit the development of the subject property in accordance with the subdivision map submitted.
8. The petitioner(s) desire to subdivide the property into building lots, all of which conform to the zoning regulations of the Village of Kings Point applicable to lands in the district in which the subject property is located, except as hereinafter set forth:  
\_\_\_\_\_  
\_\_\_\_\_



*Village  
Kings of Point*

PLANNING BOARD  
APPLICATION FOR SUBDIVISION OF LAND

**PETITION FOR SUBDIVISION OF LAND (continued)**

9. The petitioner(s) request that the following variances be granted: (If none state none)

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**Be advised: The Planning Board is not empowered to grant any variances. Variances can only be granted by the Village of Kings Point Board of Zoning and Appeals.**

10. The principal grounds upon which the variances above requested should be granted are as follows:

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In consideration for approval of the petitioner(s) application the petitioner(s) agree to perform all of the terms and conditions set forth in the resolution of the Planning Board approving the petitioner(s) application.

11. The petitioner (s) hereby request (s) that the Planning Board of the Village of Kings Point grant its application for the subdivision of the subject property in accordance with the plan of subdivision delineated on the following maps: (include title, date and each revision date, name and address of preparer of all maps and plans submitted).

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**WHEREFORE**, petitioner(s) respectfully request(s) that the application herein made be granted.

Name of petitioner (print name): \_\_\_\_\_ Being duly sworn deposes and says that he/she is the owner of the property known as (property location): \_\_\_\_\_. That all statements made in this application are true to the best of his/her knowledge and belief. I hereby authorize the members of the Planning Board (PB), the Building Inspector of the Village of Kings Point, and Legal Counsel to the PB, to enter upon and inspect my property prior to the PB rendering a determination with regard to this application, at any and all reasonable times. I also understand that any approvals granted by the PB do not constitute a building permit and that a building permit must be obtained separately from the Village of Kings Point Building Department.

Sworn to before me this \_\_\_\_\_ day  
Of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public Signature

Signature of Petitioner(s)

Notary Seal:

Printed name of additional petitioner(s)

Signature of Petitioner(s)

Printed name of additional petitioner(s)

Signature of Petitioner(s)



*Village  
Kings Point*

**PLANNING BOARD  
APPLICATION FOR SUBDIVISION OF LAND**

**INDIVIDUAL VERIFICATION**

STATE OF NEW YORK:

:SS:

COUNTY OF NASSAU:

\_\_\_\_\_, being duly sworn, deposes and says that he/she  
is one of the owners of the subject property of the attached application; that (she) he has read the foregoing  
Application for Subdivision of Land and knows the contents thereof; that the same is true to his/her own knowledge, except  
as to the matters therein stated to be alleged information and belief, and that as to those matters he/she believes it to be true.

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

*Village  
Kings of Point*

PLANNING BOARD  
APPLICATION FOR SUBDIVISION OF LAND

STATE OF NEW YORK)  
COUNTY OF NASSAU ) SS.:  
\_\_\_\_\_

Deponent further says that the reason this verification is made by deponent and not by the individual owner of the property is because the said subject premises is owned by a corporation and deponent is an officer thereof.

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Title

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public



*Village of Kings Point*

PLANNING BOARD  
APPLICATION FOR SUBDIVISION OF LAND

**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

DISCLOSURE  
AFFIDAVIT  
General Municipal Law  
Section 809

----- X  
STATE OF NEW YORK)  
SS:  
COUNTY OF NASSAU)

\_\_\_\_\_, 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"):

<u>Name</u>	<u>Address</u>	<u>Position</u>	<u>Nature of Interest</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Public



*Village of  
Kings Point*

**PLANNING BOARD  
APPLICATION FOR SUBDIVISION OF LAND**

**NOTIFICATION REQUIREMENTS**

1. Provide a 400-foot Radius Map drawn to scale showing:
  - Section/Block(s)/Lot(s) of each parcel to be depicted on map.
  - Name of property owner(s) of each parcel/lot to be depicted on map.
  - Street address of each parcel to be depicted on map.
  - Indicate if parcel is 'improved or unimproved' to be depicted on map.
  - Separate list showing Section/Block(s)/Lot(s), name of property owner(s), and street address.
  - Owner or Applicant must sign Radius List & Map.
  - All property owner(s) are to be the last owner(s) of record of the property as shown by the Clerk's Office of the Village of Kings Point.
  
2. A notification must be provided that **MUST** contain each of the following:
  - Name of the owner(s) of the property which is the subject of the application.
  - Name of the applicant and relationship to the owner.
  - Address of the property which is the subject of the application.
  - Section/Block(s)/Lot(s) of the property which is the subject of the application.
  - The scheduled date, time, and location of the public hearing.
  - A short statement explaining the nature of the application, which shall include the section(s) of the Kings Point Code involved.
  - State the Zoning District in which the subject property is situated. Half acre A Zone or Full acre A2 Zone.
  
3. Manner of Notification:
  - The applicant is required to send a notice to property owners or others within a 400-ft. radius of the lot lines of the subject property and the clerk of any adjacent municipality, other than the City of New York, within 500 feet of the affected premises including the Town of North Hempstead, and the Village of Kings Point, 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. A copy of the radius map along with the meeting notification must be provided to all parties that are being notified of said hearing. 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.

PLANNING BOARD  
APPLICATION FOR SUBDIVISION OF LAND

[illegible]

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

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 400-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.

Sworn to before me this \_\_\_\_\_ day  
Of \_\_\_\_\_, 20\_\_\_\_

VILLAGE OF KINGS POINT  
32 STEPPINGSTONE LANE, KINGS POINT, NEW YORK 11024  
516-504-1000





*Village  
Kings of Point*

**PLANNING BOARD  
APPLICATION FOR SUBDIVISION OF LAND**

**NOTICE TO PROPERTY OWNERS**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE TAKE NOTICE that the undersigned has made application to the Village of Kings Point Planning Board for:

\_\_\_\_\_  
\_\_\_\_\_

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 Planning 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 7:00pm.

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 Planning Board requiring the applicant to notify all property owners within a radius of 400-feet of the above mentioned premises.

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

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:			Telephone:	
			E-Mail:	
Address:				
City/PO:			State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO	YES
If Yes, list agency(s) name and permit or approval:			<input type="checkbox"/>	<input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
5. Urban	Rural (non-agriculture)	Industrial	Commercial	Residential (suburban)
<input type="checkbox"/> Forest	Agriculture	Aquatic	Other(Specify):	
<input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>	N/A  <input type="checkbox"/>  <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO  <input type="checkbox"/>	YES  <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest    Agricultural/grasslands    Early mid-successional Wetland <input type="checkbox"/> Urban    Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		

32 Steppingstone Lane  
Kings Point, New York 11024

Claimant's  
Invoice No.

Pay to: \_\_\_\_\_

Street and Number:

City, State: \_\_\_\_\_

Claim	
Check #	
Payee	
Acct. #	
Amount	
Acct. #	
Amount	
Acct. #	
Amount	
Acct. #	
Amount	

[illegible]

I HEREBY CERTIFY the above articles were sold and delivered and / or the above service rendered to the Village of Kings Point on the dates and for the prices or amounts billed; that the above bill is just, true and correct; that no part thereof has been paid except as stated therein and that the balance therein is actually due and owing and that taxes from which the Village of Kings Point is exempt are excluded therefrom.

Signature \_\_\_\_\_

\_\_\_\_\_

(Title)

Date \_\_\_\_\_

\_\_\_\_\_

(Name of Company)

Tax I.D. # \_\_\_\_\_ Social Security # \_\_\_\_\_

I HEREBY APPROVE this claim for services rendered and disbursements for Equipment, materials, supplies and other expenses as herein indicated, which were for the Village of Kings Point

Date

Name

Title

## Appropriation

\_\_\_\_\_