

Amendments to Existing Planned Development Districts
Application Explained

1. Amendment Application Form: completely filled out. **(3 copies)**
2. Plat: Please follow the checklist attached to this application. **(3 copies)**
3. Fee: as indicated in the Fee Schedule adopted by the Town Board. Checks should be made payable to the Town of Bethlehem.
3. Short Environmental Assessment Form **(3 copies)**
4. Letter to the Supervisor requesting the Town Board consider the proposed amendment, including the need, purpose and justification for the amendment. **(3 copies)**

After submission of the above items, staff will conduct an initial review of the materials for completeness. Upon submission of all required materials, additional copies will be requested for distribution to the Board.

During the review it may be determined that additional information is required from the applicant. That additional information may include any other such drawings, maps, documents, reports or data which the Board may require for proper consideration of the amendment.

**TOWN OF BETHLEHEM
TOWN BOARD
Amendment to Existing PDD Application Form**

Location of Project: _____

Tax Map Number of all Parcels: _____

(Attach a copy of the current deed and any easements affecting property)

Name, Address and Telephone # of Applicant(s): (REQUIRED)

Name and Address of Property Owner(s): (If Different from applicant, the owner must complete the attached affidavit) (REQUIRED)

Name and Address of Responsible Person for Billing Purposes: (REQUIRED)

Name, Address and Phone # of Professional Engineer or Surveyor: (IF APPLICABLE)

Name, Address and Phone # of Attorney: (IF APPLICABLE)

The signature of the Owner or Agent of the Owner below shall mean that the applicant is familiar with and will comply with the requirements of the Town Zoning Law, the Town Subdivision Regulations and any additional amendments therein and other appropriate Town ordinances and regulations with regards to this project.

Owner signature: _____

Date: _____

AFFIDAVIT

TO BE COMPLETED BY OWNER OF THE FOLLOWING PROPERTY:

(ADDRESS) _____

State of _____ }
County of _____ } ss:

- _____ being duly sworn, deposes and says:
1. That he/she resides at _____ in the County of _____ and the State of _____. That he/she is the Owner of the within property as described in the foregoing application and that the statements contained therein are true to the best of his/her knowledge and belief.
 2. That we hereby authorize _____, of _____, to act as our representative in all matters regarding the application that may come before the Town of Bethlehem Town Board and or Planning Board.
 3. That he/she has the legal right to make or authorize the making of said application.
 4. That he/she understands that the Town of Bethlehem Town Board intends to rely on the foregoing representation in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.
 5. That he/she understands that the approval or disapproval of the PDD by the Town Board does not constitute express or implied support for any required expansion of sewer or water district.

Applicant / Owner

Notary Public

Amendment to PDD Plat Data

Check list

THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION

- ___ Proposed subdivision name, name of the Town and county in which it is located, name and address of record owner and subdivider
- ___ North point, map scale, date of drawing and of latest revision (if any).
- ___ Location of existing and proposed structures, indicating conformance to zoning district requirements.
- ___ Location of intersection of driveway(s) with public road.
- ___ Identification of the size and configuration of the buildable portion on each lot including limits of clearing and grading.
- ___ An actual field survey of the existing boundary lines of the lots and proposed lot lines within the affected lots, giving complete descriptive data by bearings and distances, including existing setbacks, made and certified to by a licensed land surveyor.

The Town reserves the right to require additional information, if needed, to complete the review.