

PLANNING BOARD

Town of New Scotland  
Slingerlands, N.Y. 12159

SITE PLAN PERMIT APPLICATION

Application Date: \_\_\_/\_\_\_/\_\_\_

Submittal Fee Due With Application As Per Fee Schedule

Parcel Location: \_\_\_\_\_

Tax Parcel Id.# \_\_\_\_\_ # \_\_\_\_\_

Owner: \_\_\_\_\_

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

Owner Phone #: (\_\_\_) \_\_\_ - \_\_\_\_\_

Owner(s) Signature of Consent: \_\_\_\_\_

Applicant/Agent: (Complete if not the owner)

Name: \_\_\_\_\_

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

Phone #: (\_\_\_) \_\_\_ - \_\_\_\_\_

Interest in Property: \_\_\_\_\_

Present Site Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Zoning Dist: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Total Lot Area Used: \_\_\_\_\_

New Use: \_\_\_\_\_ Expansion of Existing Use: \_\_\_\_\_ Change of Existing Use: \_\_\_\_\_

Permitted Use: \_\_\_\_\_ Special Use: \_\_\_\_\_ Variance required: \_\_\_\_\_ Other: \_\_\_\_\_

\*\*\*\*\*  
SITE PLAN TO ALLOW FOR:

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

Dept/Use	
Site Pl#:	_____
Zng.Dst.:	_____
Article:	_____
Section:	_____
Date/Purpose	
Submt/Dt:	___/___/___
Fee/Pd:	___/___/___
PB/Dt(s):	___/___/___
_____:	___/___/___
_____:	___/___/___
_____:	___/___/___
Other:	_____

**SITE PLAN SUBMISSION REQUIREMENTS**

- 1. ALL DOCUMENTS MUST BE SUBMITTED, AT A MINIMUM, OF FOURTEEN (14) DAYS PRIOR TO THE OFFICIAL PLANNING BOARD REVIEW MEETING.
- 2. FIFTEEN (15) COPIES ARE REQUIRED OF ALL DOCUMENTS SUBMITTED (PLEASE DO NOT STAPLE)

**MINIMUM REQUIRED DOCUMENTS FOR SUBMITTAL:**

- 1. A COMPLETED APPLICATION FORM
  - 2. A NARRATIVE DESCRIBING THE PROPOSAL
  - 3. SITE PLAN COPIES AT A SCALE NOT TO EXCEED ONE (1) INCH EQUAL TO FIFTY (50) FEET DISPLAYING:
    - A. A NORTH ARROW
    - B. PROPERTY BOUNDARY LINES
    - C. PLAN SCALE
    - D. DATE OF SUBMITTAL AND OF UPDATES
    - E. EXISTING STRUCTURES
    - F. INDICATION OF ANY WATER BODIES OR OTHER SENSITIVE ENVIRONMENTAL FEATURES ON OR WITHIN TWO HUNDRED (200) FEET OF THE PROPERTY BOUNDARIES
    - G. ALL PROPOSED BUILDINGS, FENCES, PAVING, SIDEWALKS, STORAGE AREAS, CURBING, PARKING AND LOADING AREAS, ACCESS DRIVES, EXTERIOR LIGHTING, OPEN SPACE AREAS, RECREATIONAL FACILITIES, LANDSCAPING, UTILITIES, DRAINAGE, SIGNS, STORM WATER MANAGEMENT FACILITIES AND ANY OTHER PLANNED IMPROVEMENTS
    - H. WELLS AND EFFLUENT SYSTEMS SERVING THE SITE AND DOCUMENTATION OF PRELIMINARY APPROVAL BY THE APPROPRIATE AGENCY, OR BY THE TOWN DESIGNATED ENGINEER WHERE THERE IS NO AUTHORITY BY OTHER AGENCIES
  - 4. THE FOLLOWING REQUIRED SITE INFORMATION MAY BE PROVIDED ON THE SITE PLAN OR ON SEPARATE DRAWINGS:
    - A. LOCATION OF TOPOGRAPHIC SLOPES IN EXCESS OF FIFTEEN FEET
    - B. LOCATION OF BEDROCK AND ANY OTHER SIGNIFICANT GEOLOGICAL FEATURES
  - 5. A STATEMENT AND, ANY DOCUMENTATION AS MAY BE REQUIRED BY THE PLANNING BOARD, OR, OTHER SECTION OF THIS LAW, OR, OTHER RELEVANT SECTION OF TOWN LAW DESCRIBING THE INTENDED METHOD OF OWNERSHIP AND MAINTENANCE OF ANY OPEN SPACES
  - 6. COPIES OF ANY APPLICATIONS OR REPORTS AS REQUIRED TO COMPLY WITH S.E.Q.R.A., AT A MINIMUM THE SHORT ENVIRONMENTAL ASSESSMENT FORM COMPLETED
  - 7. ANY OTHER INFORMATION DEEMED NECESSARY BY EITHER THE PLANNING BOARD OR THE INSPECTOR TO FACILITATE THE REVIEW OF THE PROPOSED DEVELOPMENT FOR COMPLIANCE WITH THIS LAW, INCLUDING BUT NOT LIMITED TO, BUILDING ELEVATIONS, PLANT MATERIALS AND ELEVATIONS AND FRONT VIEWS OF ALL SIGNS TO BE EMPLOYED AT THE PROJECT
  - 9. A COPY OF THE DEED OF RECORD DOCUMENTING OWNERSHIP OF THE SUBJECT PROPERTY
  - 10. APPLICATIONS SHALL BE ACCOMPANIED BY A FEE, AS SET FORTH IN THE TOWN ESTABLISHED FEE SCHEDULE
  - 11. ANY OTHER DOCUMENTS AS DEEMED NECESSARY BY THE PLANNING BOARD OR THE INSPECTOR
- \*THIS CHECK LIST IS PROVIDED AS A GUIDE FOR CONVENIENCE ONLY , APPLICANT SHOULD REFER TO THE APPLICABLE SECTION OF THE ZONING LAW OF THE TOWN OF NEW SCOTLAND FOR SITE PLAN REQUIREMENTS.

**The following text is taken from  
The Town of New Scotland Zoning Law  
Governing  
Planning Board action on Site Plan Reviews**

**ARTICLE V**

**Special Regulations**

**§ 190-52. Site plan review.**

The purpose of site plan review is to provide for the review and approval of development plans to ensure that land development occurs in harmony with surrounding uses, without causing adverse impacts to neighboring parcels, property values, public facilities, infrastructure or the natural environment.

**A. Applicability.**

- (1) Prior to approval of a building permit for any project to which this section applies, a site plan must be approved by the Planning Board and filed with the Town Clerk.
- (2) The requirements of this section shall apply to the following projects only if a special use permit is not required and whether or not such development includes a subdivision or resubdivision of a site:
  - (a) All commercial, industrial, educational, municipal facility or institutional development.
  - (b) All new multiple dwellings.
  - (c) Any expansion, or successive expansions within a three-year period, of an existing commercial or industrial property or multiple dwelling which involves cumulatively increasing the gross floor area of an existing structure by more than 20%, provided such expansion involves at least 500 square feet.
  - (d) Any conversion of an existing residential structure to a nonresidential use.
  - (e) Conversion or modification of any existing structure into a structure containing three or more dwelling units.
  - (f) Any new development or expansion of a mobile home park.

(g) Any change of an existing nonresidential building from one type of use to another (example: conversion of a commercial structure to an industrial facility).

(3) This section does not apply to the construction of single-family homes, two-family dwellings and agricultural or forest management buildings or structures.

(4) Construction of a tower, as defined in this chapter, requires a special use permit, as outlined in Article IV of this chapter, and is subject to site plan review (this § 190-52), regardless of zoning district. A special use permit should only be granted when the tower coincides with the goals of the community/Town. Development of future towers should not sprawl along the Helderberg Mountains, but instead be contained in the area of existing towers.

**B. Optional preapplication procedure.** Prior to filing a site plan application as per Subsection E, a prospective applicant may, at their discretion, make a preapplication. This submission shall not be considered an official submission, but shall be for the purpose of establishing in advance, insofar as possible, the extent to which the proposed use concept is consistent with this chapter and the Town's Comprehensive Land Use Plan.

**C. Optional preapplication submission requirements.**

(1) An acceptable preapplication shall include the following:

(a) A sketch site plan, substantially to scale, showing existing and proposed buildings, roads, drives, parking areas and utilities, and the relationship of physical site elements to buildings or lots within 50 feet of the property line of the site.

(b) A narrative explaining the nature of the proposed special use to the Inspector.

(c) The owner's name and address, the current zoning district classification and present use of the property. If the applicant is not the owner, include the applicant's name, address and interest in the subject property.

(d) If represented by others, a statement of consent by the property owner allowing for the representation.

(e) A copy of the deed of record documenting ownership of the property.

(2) As soon as practically feasible, the Inspector shall transfer the sketch site plan and narrative to the Chair of the Planning Board. A preapplication conference shall be scheduled by the Chair to take place at a regular meeting of the Planning Board, no less than 15 days, nor more than 45 days from the date a complete sketch site plan is received by the Inspector. The applicant shall be provided at least five days' notice of the meeting by the Inspector.

(3) The owner, or an agent authorized by the owner, shall be present to participate in the preapplication conference. Upon mutual agreement between the Planning Board and the applicant or applicant's agent, a preapplication conference may be rescheduled exceeding the time limits established in Subsection C(2).

#### D. Preapplication review.

(1) Upon review of a sketch site plan, the Planning Board may determine to waive or modify any of the application requirements of Subsection E, if the Board deems such information unnecessary or extraneous to review of the project proposed in the sketch site plan. However, the Planning Board reserves the right to require any application components waived as a result of the sketch site plan review process, in the event a project concept submitted in the site plan application has been changed from that represented on the sketch site plan.

(2) A record of the preapplication conference and a copy of the sketch site plan and narrative statement shall be recorded in the minutes of the Planning Board. Action taken by the Planning Board at the preapplication conference shall be binding on the Planning Board provided the concepts approved at the preapplication conference do not interfere with the project's overall compliance with this chapter and other applicable county, state and federal laws and requirements.

E. Site plan application procedure. A site plan application shall be filed with the Inspector by the owner or owner's agent, at least two weeks (14 days) prior to the Planning Board meeting at which it is to be introduced, on forms prescribed by the Inspector. A nonrefundable site plan application fee, as set forth by the Town Board, shall accompany each application. In scheduling public hearings and review time frames, the Planning Board shall comply with the provisions of the State Environmental Quality Review Act under Article 8 of the Environmental Conservation Law and its implementing regulations, as set forth in Town Law § 274-a. A site plan application shall contain the following to be deemed complete:

(1) The owner's name and address, the current zoning district classification and present use of the property. If the applicant is not the owner, include the applicant's name, address and interest in the subject property.

(2) If represented by others, a statement of consent allowing for the representation.

(3) A copy of the deed of record documenting ownership of the subject property.

(4) A minimum of 12 copies of a site plan, at a scale of one inch to 50 feet or less as may be required by the Inspector, which shall display:  
(a) A North arrow, property boundary lines, scale and date.

(b) Existing structures within 200 feet of the property boundaries and an indication of any water bodies or other sensitive environmental features lying within 200 feet of the site.

- (c) All proposed buildings, fencing, paving, sidewalks, storage areas, curbing, parking and loading areas, access drives, exterior lighting, open space areas, recreational facilities, landscaping, utilities, drainage, signs, stormwater facilities and any other planned improvements.
- (d) Wells and effluent treatment systems serving the site and documentation of preliminary approval by the Albany County Department of Health, NY State Health Department or Department of Environmental Conservation, or where these agencies have no authority, evidence that a Town-designated Engineer has reviewed and approved the proposed system.
- (5) The following site information shall be required and may be provided on the site plan or on additional drawings, as appropriate:
- (a) Location of any water bodies, floodplains, wetlands or other potentially sensitive environmental features.
- (B) Location of topographic slopes in excess of 15% grade.
- (c) Location of bedrock and other significant geological features.
- (6) A statement and documentation as may be required by the Planning Board or other section of this chapter or other relevant Town law describing intended method of ownership and maintenance of open space.
- (7) Copies of any applications or reports as required to comply with the State Environmental Quality Review Act. EN
- (8) Other information determined by the Inspector or Planning Board as necessary to review the development for compliance with this chapter, including but not limited to building elevations, fences, plant materials, and elevations and front views of all signs to be employed at the project.
- (9) A copy of the deed of record documenting ownership of the subject property.
- F. Application hearing. Upon receipt of a complete site plan application, the Inspector shall refer the application to the Planning Board. The Planning Board shall review the site plan application and may schedule a public hearing to receive comments on the application. Should the Planning Board decide to hold a public hearing on the application it must be held within 62 days from the day the application is received by the Planning Board.
- G. Determination standards. The Planning Board shall review the project to determine consistency with the following standards:
- (1) Site design:
- (a) Community infrastructure and services, including protective services, roadways, garbage collection, schools, and water and sewer facilities, are currently, or will be, of adequate capacity to accommodate the proposed use.
- (b) The proposed site possesses adequate soil capacity and natural features to safely support proposed facilities and structures, including water and septic services at the site.
- (c) The proposed use, building design, and site layout complies with all applicable provisions of this chapter, as well as Town, state or federal laws or standards.
- (d) Vehicular and pedestrian traffic patterns associated with the proposed use will be appropriate and satisfactorily established and managed for the area involved. Factors for the Planning Board to consider in making this determination include turning movements in relation to traffic flow, proximity to and relationship to intersections, adequacy of sight distances, location and access of off-street parking, provision for pedestrian traffic, capacity of existing roads, and minimizing pedestrian - vehicular contacts.
- (e) The proposed use, design and layout will be of such a location, size, and character, that it will be in harmony with the appropriate and orderly development of the surrounding area.
- (f) The proposed location and height of buildings or structures, walls

and fences, parking, loading and landscaping shall be such that it will not significantly impact appropriate development of land adjacent to the proposed site.

(g) In areas where there are patterns and similarities in the scale and design of neighborhood structures, the scale, design and material of the proposed structure(s) shall be compatible with existing structures within 500 feet of the site.

(h) Adequate screening, landscaping, exterior lighting, signs and architectural design, compatible with the neighborhood, and of appropriate size and style will be provided to protect neighborhood properties within 500 feet of the site from any adverse impacts that might result from the proposed use.

(i) The development will reflect the natural capabilities of the site to support such a use. Buildings, lots and support facilities will be clustered in those portions of the site that have the most suitable conditions for development. Environmentally sensitive areas, such as wetlands, steep slopes, floodplains, and unique natural features, will be maintained and preserved.

(j) The existing landscape will be preserved in its natural state insofar as practical by minimizing tree removal, disturbance and compaction of soil and the project will provide adequate landscaping to define street edges and break up parking areas.

(k) As appropriate, recreation areas and open space sufficient to meet the needs of users and residents will be provided, owned and managed in accordance with this chapter.

(l) The proposed use has been approved by all other governmental entities and agencies which have jurisdiction.

(m) The proposed use will comply with the requirements of the State Environmental Quality Review Act. EN

(n) Proper facilities are to be installed in compliance with any applicable stormwater management plan or stormwater management requirements.

(2) The Planning Board shall review the site plan for consistency with any advisory guidelines the Planning Board may adopt, for the Town as a whole, or tailored to specific geographic areas, such as hamlet areas or commercial corridors, as necessary to further implement the policies contained in the Town's Comprehensive Land Use Plan.

H. Determination. The Planning Board shall render its decision within 62 days after the close of the public hearing. Should a public hearing not be held the Planning Board shall render its decision within 62 days of receiving the application. The time in which the Planning Board must render its decision may be extended by mutual consent of the applicant and the Board. In its determination on the site plan application the Planning Board may issue any one of the following decisions:

(1) Approval. Upon approval of the site plan, the Planning Board shall file its decision with the Town Clerk within five days. The Inspector shall notify the applicant of approval.

(2) Conditioned approval. Upon conditioned approval of the site plan, the Planning Board shall issue a written statement to the applicant, indicating the modifications which are required prior to approval of the site plan. After the required modifications have been incorporated into the site plan the Planning Board shall endorse its approval on a copy of the site plan and shall file its decision with the Town Clerk within five days. The applicant shall be transmitted a copy of the same.

(3) Disapproval. Upon disapproval of the site plan, the decision of the Planning Board shall be filed with the Town Clerk within 45 days, and a copy thereof mailed to the applicant.

I. Effect of issuance. A site plan approval shall not authorize the establishment or extension of any use, nor the development, construction, reconstruction, alteration, or moving of any building or structure, but shall

merely authorize the processing of applications for any permits or approvals which may be required by Town, county or state codes.

- J. Limitations on site plan permits. A site plan permit shall not be valid for a period longer than (1) year from the date of issuance if a building permit for all improvements necessary to initiate the site plan has not been issued. If a building permit has been issued within the first year, and construction is diligently pursued to completion within the third year, the site plan permit shall remain in full force. In the event construction has not been completed three years from the date of permit issue, the site plan permit shall expire, unless extended by the Planning Board. The Inspector shall be responsible to carry out any administration or enforcement duties related to the expiration of a site plan permit.
- K. Expansion or alteration of site plan permit. A site plan permit authorizes only the activity expressly described in the application and approved permit materials. A new site plan permit shall be required prior to the issuance of any permit for any expansion, alteration or variation of a use already authorized. A request for such a permit shall be subject to the application and review procedures described in this § 190-52.
- L. Failure to take action on application. Failure of the Planning Board to render a decision within the prescribed time limits shall constitute approval by the Planning Board.

# 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:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			



5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<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?	NO	YES	
	<input type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

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 <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> 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	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
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	YES
_____ _____	<input type="checkbox"/>	<input type="checkbox"/>
19. 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	YES
_____ _____	<input type="checkbox"/>	<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	YES
_____ _____	<input type="checkbox"/>	<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: _____		