

TOWN OF QUEENSBURY TOWN BOARD APPLICATION  
FOR DESIGNATION AS A CONVENTION, SPORTS OR EXHIBITS CENTER

Submit 7 copies to the Town Clerk with application fee of \$200 plus applicable Town Clerk fees

DATE: \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Federal ID#: \_\_\_\_\_

2. NYS Sales Tax No.: \_\_\_\_\_

3. Location of Facility: \_\_\_\_\_

4. Total square footage of meeting space: \_\_\_\_\_  
[Confirm with submission of appropriate floor plans to scale]

5. Other information to be provided:

A. If application is filed by an agent, the name of the firm or person represented and written authorization by the firm authorizing the representation.

B. A description and map of the facility and the amenities offered including, but not limited to;

1. Floor plan / layout plan of convention area,
2. On-site parking area with total number of available spaces including H/C spaces,
3. Restroom facilities,
4. H/C accessibility,
5. Maximum building occupancy rating per T.O.Q. Fire Marshal's office,
6. Security features,
7. Anticipated off-site facilities used for any ancillary support services.

C. List of anticipated events, if known at the time of application

1. Anticipated attendance for each event,
2. Size and duration of events

## Signature Page

This page includes the 1.) Authorization to Act as Agent Form: 2.) Authorization for Site Visits; 3.) Other Permit Responsibilities; 4.) Official Meeting Disclosure and 5.) Agreement to provide documentation required.

**OWNER'S AGENT FORM:**

Complete the following if the **OWNER** of the property is not the same as the applicant

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

Designates: \_\_\_\_\_

As agent regarding: \_\_\_\_\_ Variance \_\_\_\_\_ Site Plan \_\_\_\_\_ Subdivision

For Tax Map No.: \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot

Deed Reference: \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_ Date

**OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT'S AGENT FORM:**

Complete the following if the **APPLICANT** is unable to attend the meeting or wishes to be represented by another party:

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

Designates: \_\_\_\_\_

As agent regarding: \_\_\_\_\_ Variance \_\_\_\_\_ Site Plan \_\_\_\_\_ Subdivision

For Tax Map No.: \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot

Deed Reference: \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_ Date

**OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**2.) AUTHORIZATION FOR SITE VISITS:** By signing this page and submitting the application materials attached herein, the Owner, Applicant, and his/her/their agent(s) hereby authorize the Town Board and Town Staff to enter the subject properties for the purpose of reviewing the application submitted.

**3.) OTHER PERMIT RESPONSIBILITIES:** Other permits may be required for construction or alteration activity subsequent to approval by the Town Board. It is the applicant's responsibility to obtain any additional permits [i.e., Sign permit]

**4.) OFFICIAL MEETING MINUTES DISCLOSURE:** It is the practice of the Town Board to have a designated stenographer tape record the proceedings of meetings resulting from application, and minutes transcribed from those tapes constitutes the official record of all proceedings.

**5.) AGREEMENT TO PROVIDE DOCUMENTATION REQUIRED:** I, the undersigned, have thoroughly read and understand the instructions for submission and agree to the submission requirements, I acknowledge no activities shall be commenced prior to issuance of a valid permit. I certify that the application, plans and supporting materials are a true and complete statement/description of the existing conditions and the work proposed, and that all work will be performed in accordance with the approved plans and in conformance with local zoning regulations. I acknowledge that prior to occupying the facilities proposed, I or my agents, will obtain a certificate of occupancy as necessary. I also understand that I/we may be required to provide an as-built survey by a licensed land surveyor of all newly constructed facilities prior to issuance of a certificate of occupancy

**I have read and agree to the above.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_