

**Town of Bolton**  
**Office of the Zoning Administrator**

This page provides an Authorization to Act as Agent Form, Professional Review Fee Disclosure, Authorization for Site Visits, Other Permit Responsibilities and Agreement to Provide Required Documentation.

- 1) Complete the following if the owner of the property is authorizing an agent to appear on their behalf to present the application and speak on behalf of the proposed project:

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

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

Project Description: \_\_\_\_\_

As owners agent regarding:

Variances \_\_\_\_\_ Subdivision \_\_\_\_\_ Septic \_\_\_\_\_ All Permits \_\_\_\_\_

Site Plan \_\_\_\_\_ Cert. of Comp. \_\_\_\_\_ Storm Water \_\_\_\_\_

Tax Map #: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

- 2) Professional Review Fees: Bolton Code Section 150-13B and Stormwater and Erosion Control (Regulations) Section 125-13(c) provide that the Zoning Administrator or Planning Board may require that the applicant reimburse the Town of Bolton for “the actual costs of reasonable and necessary legal and technical assistance” for review of an application, review and the planning process may result in the assessment of the actual costs of engineering or other professional review, and the applicant agrees to pay same. **No permits shall be issued or subdivision plats signed pertaining to this parcel until all Town Engineering fees are paid in full.**
- 3) Authorization For Site Visits: The applicant hereby authorizes members of the Zoning Board of Appeals, Planning Board and employees of the Town of Bolton and their agents to enter the subject properties at reasonable times for the purpose of reviewing the application submitted.
- 4) Official Meeting Minutes Disclosure: Proceedings of meetings in review of an application upon acceptance by the board as its official minutes shall constitute the official record of board proceedings. Any claimed discrepancy between the official minutes shall be deemed the official, accurate record.
- 5) Further Permits: Each applicant is advised that construction, alteration and activities related to approvals reviewed and granted by the Town of Bolton may require additional approvals of other jurisdictions, which may include the Lake George Park Commission, Warren County Planning Board, Adirondack Park Agency, New York State Department of Health and other boards of review. The applicant has the responsibility to obtain all such permits.

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

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