

# LETTER OF TRANSMITTAL

TO: Village of Ballston Spa Building  
Department  
Attn: Dave LaFountain  
66 Front Street  
Ballston Spa, NY 12020

DATE: May 1, 2025 JOB NO.: 2023024

ATTENTION: Dave LaFountain

RE: Tannery Commons

WE ARE SENDING YOU ☒ Attached ☐ Under separate cover via \_\_\_\_\_  
the following items

☐ Shop drawings ☒ Prints ☐ Plans ☐ Samples  
☐ Specifications  
☐ Copy of letter ☐ Change order ☐ \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
1			Zoning and Special Use Permit Application Form - Signed
1			Owner Authorization Letter
1			Letter of Intent
1			Zoning Layout Plan – The LA Group
1			Full EAF - Signed
1			EAF supporting document – Knapp Letter
1			EAF supporting document – LaBella Environmental Summary Letter
1			EAF supporting document – LaBella Habitat Assessment Report
1			EAF supporting document – GPI Traffic Study
1			EAF supporting document – NYS Parks Letter of No Effect
1			Application Fee for Special Use Permit - \$200
1			Application Fee for ZBA Area Variance - \$300

THESE ARE TRANSMITTED as checked below:

- ☐ For approval
- ☐ Approved as submitted
- ☐ Resubmit\_\_\_\_copies for approval
- ☐ For your records

Approved as noted

Submit\_\_\_\_\_

\_\_\_\_\_copies for distribution

☐

As requested

☐

Return for corrections

☐

Return \_\_\_\_\_

\_\_\_\_\_corrected prints

☒

For review and comments

☐ \_\_\_\_\_

☐

FOR BIDS DUE

\_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

\_\_\_\_\_ ☐ PRINTS RETURNED AFTER LOAN TO US

REMARKS: A digital Application is provided as well

SIGNED: \_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_