

Village of Ballston Spa
PLANNING BOARD

66 Front Street
Ballston Spa, NY 12020
(518)885-5711

(3/2023)

SITE PLAN REVIEW SUBMITTAL CHECKLIST

Project Name: __DUNKIN' SIGNAGE UPDATE 2007 DOUBLE DAY AVE

Listed below are the minimum submittal requirements for site plan review as set forth in Village of Ballston Spa code. The Planning Board reserves the right to request additional information, as necessary, to support an application. The Board also reserves the right to reject the application if these minimum requirements are not met. Please complete the checklist below and provide with your submission.

REQUIRED ITEMS: *10 hard copies and 1 digital (USB flash drive) copy of ALL materials are required.

CHECK EACH ITEM

****HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED****

- ☒ 1. Completed Site Plan Application and Fee
- ☒ 2. SEQR Environmental Assessment For-short or long form as required by action.
- ☐ 3. Set of plans including: (5) large scale plans and 5 smaller versions. One digital version of all submittal items (pdf) shall be provided.
- ☒ 4. Project narrative.

REQUIRED ITEMS ON SITE PLAN:

- ☐ 1. Property line survey prepared by a licensed land surveyor. Site plan must reference such survey with all corners set and marked on plan. A copy of the original property survey must also be included. (If you feel a property line survey is not necessary for your site plan, please submit that information in writing.)
- ☐ 2. North arrow and map scale

☐ Yes ☐ No ☒ N/A

18. Location, design specifications and construction material for all proposed site improvements (drains, culverts, retaining walls, berms, fences, etc)

☐ Yes ☐ No ☒ N/A

19. Location, size, and material of all existing and proposed utility services

☐ Yes ☐ No ☒ N/A

20. Parking lot layout plan and identification of all loading areas (number all spaces)

☐ Yes ☐ No ☒ N/A

21. Parking demand calculations

☐ Yes ☐ No ☒ N/A

22. Identification of parking spaces and access points for physically impaired persons

☐ Yes ☐ No ☒ N/A

23. Location and screening plan for dumpster or recycling bins

☐ Yes ☐ No ☒ N/A

24. Location, design, type of construction and materials, proposed use and exterior dimensions of all buildings (existing and proposed) on site

☐ Yes ☐ No ☒ N/A

25. Identification of storage of any potentially hazardous materials

☐ Yes ☐ No ☐ N/A

26. Planting plan identifying quantity, species, and size of all proposed new plant materials. Label existing plant material to be retained or removed.

☐ Yes ☐ No ☒ N/A

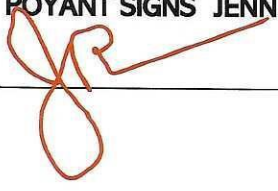
27. Lighting plan showing type, location, and intensity of all existing and proposed exterior lighting fixtures

☐ Yes ☐ No ☒ N/A

28. Erosion and sediment control plan-including designated concrete truck washout area.

☐ Yes ☐ No ☒ N/A

POYANT SIGNS JENN ROBICHAUD

Checklist prepared by:  Date: 07 09 24



SETTLED IN 1771

INCORPORATED IN 1807

Village of Ballston Spa

Planning Board

66 FRONT STREET

Ballston Spa, NY 12020
518-885-5711

[For Office Use]

(Application #)

(Date Received)

Application for:
SITE PLAN REVIEW

★★ Application Checklist – All submissions **must** include completed application checklist and all required items. ★★

Project Name: DUNKIN'

Property Address/Location: 2007 DOUBLE DAY AVE

Tax Parcel # 203.72-3-38 Zoning District COM
(For example: 165.52-4-37)

Narrative Summary of Project (use attachment):
ATTACHED

Date special use permit granted (if any): _____

Date zoning variance granted (if any): _____

Is property located within (check all that apply): ☐ Historic District
☐ 500' of a Village boundary, or County/State Highway

<u>Applicant(s)**</u>	<u>Owner(s) [if not applicant]</u>	<u>Attorney/Agent</u>
Name <u>POYANT SIGNS JENN ROBICHAUD</u>	<u>2007 DOUBLE DAYLLC</u>	_____
Address <u>125 Samuel Barnet Blvd New Bedford MA 02745</u>	<u>2008 DOUBLE DAY AVE BALLSTON SPA NY 12020</u>	_____
Phone <u>508 789 2256</u>	_____	_____
Email <u>jrobichaud@poyantsigns.com</u>	_____	_____

Identify primary contact person (check one): ☒ Applicant ☐ Owner ☐ Agent

★★ An applicant must be the property owner, lessee, or one with an option to lease or purchase the property in question.

Application Fee: A check payable to "Village of Ballston Spa" **MUST** accompany this application.

Fees noted on Village website at www.villageofballstonspa.org - *Rates and Forms Municipal*

NOTE: In accordance with the Village Code – *Chapter 178, Article III, Section 178-8*, the Village may elect to use expert consultation in reviewing this application. In such an event, an estimate of those initial fees will be provided before the review proceeds and the applicant must post those funds in escrow with the Village Clerk. If the estimated fees are expended before the review is complete, the escrow must be replenished before review can continue.

Submission Deadline: All required documents must be provided *2 weeks in advance* of the meeting.
See Village website for meeting dates. www.villageofballstonspa.org

Does any Village officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? ☐ **Yes** ☒ **No**

If yes, a statement disclosing the name, residence, nature, and extent of this interest must be filed with this application.

I, the undersigned owner, lessee, or purchaser under contract for the property, hereby request a Site Plan Review by the Village of Ballston Spa Planning Board for the identified property above. I agree to meet all the requirements under Village zoning codes.

Furthermore, I hereby authorize members of the Village of Ballston Spa Planning Board and designated Village staff to enter the property associated with this application for purposes of conducting any necessary site inspections relating to this application.

Applicant Signature:  POYANT SIGNS JENN ROBICHAUD Date: 07/09/24

If applicant is not current owner, owner must also sign below.

Owner Signature: WRITTEN AUTHORIZATION ATTACHED Date: 07/08/24



Corporate Office
125 Samuel Barnett Boulevard
New Bedford, MA 02745

Northern New England
3 Bud Way #19
Nashua, NH 03063

Landlord Authorization

Date: 6/20/24

6-24-24

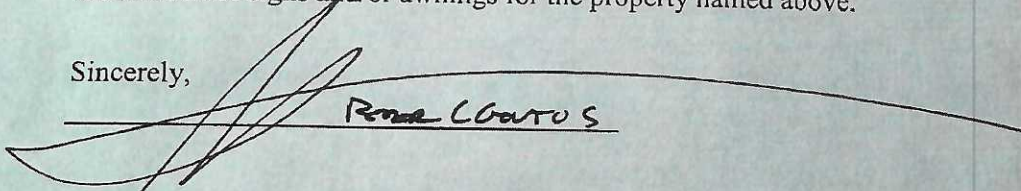
To whom it may concern:

I Peter Coutos on behalf of, 2007 Doubledy LLC

Owner of the property located at 2007 Double Day Ave.
Ballston Spa NY 12020

Do hereby consent to allow Poyant Signs, Inc. to act on my behalf pertaining to permitting and installation of signs and/or awnings for the property named above.

Sincerely,


Peter Coutos

Address: Po Box 65 Saratoga Springs NY 12866

Telephone: 518316 4445

Email: pcoutos@casmitllc.com

Deeded name of property:

Pre approval of Sign Design
Needed

Thanks

PETER



Corporate Office
125 Samuel Barnett Boulevard
New Bedford, MA 02745

July 08, 2024

Members,

Attached please find applications for site plan review for updates to existing signage for Dunkin' located at 2007 Double Day Ave.

Review is necessary as we propose the alteration and replacement of one existing wall sign, which is located above the building's roof line.

We are also proposing the alteration of an existing ground sign, which will require Board approval as our proposal is for the alteration of a non conforming sign; we propose to reface the existing 36 sf ground sign, where 16 sf is permitted and, only one sign per business, is allowed.

We look forward to reviewing with you our proposal and answering any questions you may have.


Jenn Robichaud, Poyant Signs Dunkin' Support Specialist
jrobichaud@poyantsigns.com: 508 789 2256

Village of Ballston Spa

66 FRONT STREET

Ballston Spa, NY 12020

518-885-5711

July 1, 2024

To: Poyant Signs/Jenn Robichaud
125 Samuel Barnett Blvd
New Bedford, MA 02745

Re: Application for installation of Dunkin signs on the property located at 2007 Doubleday Avenue, Ballston Spa, NY 12020.

Tax ID: 203.72-3-38

Dear Jenn,

Attached please find your denied application for the installation of signs on the property located at 2007 Doubleday Avenue in the Village of Ballston Spa. Your application is being denied for the following reason:

205-17(C) Signs permitted in the CBD and C Districts 205-17 (E) Higher than the Height of the BLD
Signs either hanging or flush shall not be located higher than the lintel line of the first-floor business.

205-15(I) Prohibited Signs
No more than one sign per business unit is allowed in a CBD District.

205-13(D) General Sign regulations
Nonconforming signs. A sign in existence on the date of enactment of this chapter which does not conform to the requirements of this Article may continue to be used. Such nonconforming sign shall not survive a change in title, change in use or sign replacement. If such sign is altered in any way, it shall be made to conform to this article.

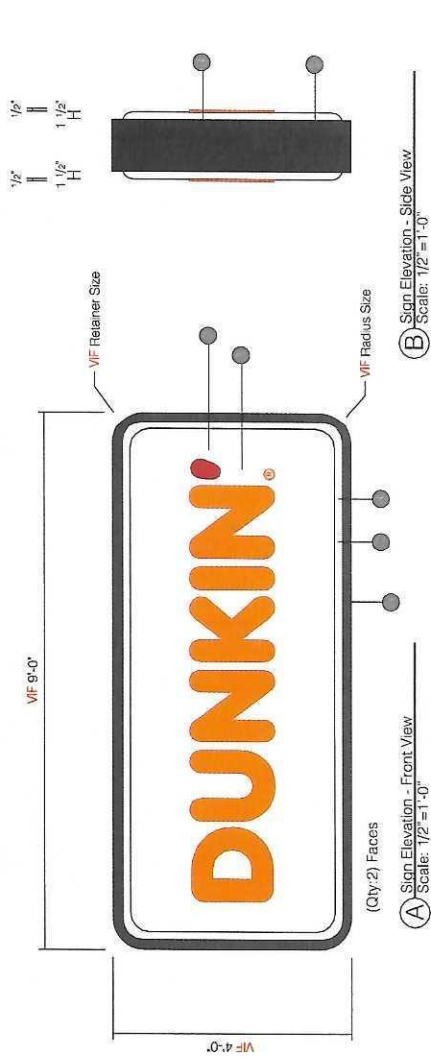
If you wish to move forward with this project as it is, please complete the attached Site Plan Review Application and return it to the Building Department.

Sincerely,

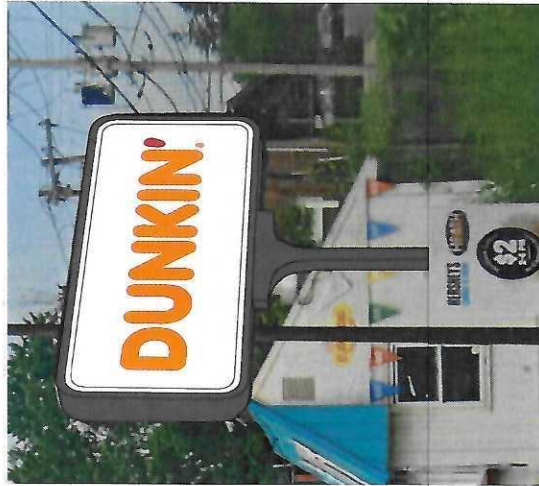


Dave LaFountain
Code Enforcement Officer
Phone: (518)288-4006
Email: buildinginspector@ballstonspa.gov
Cc: Rory O'Connor





C Photo Comp. - Existing
Not to Scale



D Photo Comp. - Proposed
Not to Scale

Specifications
Qty = 1 36 Sq Ft

Refurbish Existing Pylon

- *Remove Existing (Qty:2) Faces
- *Cabinet, Retainers and Poles to be sanded, primed and painted Westcott Navy
- *Note: Minimum 50" to Paint in Field
- Verify in Field (VIF)
 - Cabinet Size (H,W,D)
 - Face Cut Size
 - Radius Size
 - Retainer Size & VO
 - Lamp Size, Quantity
 - If Sign Has LED's, are they working? 12V or 24V?
 - OA Height of Sign
 - Diameter of Poles

Colors & Materials

- Painted Translucent Graphics
DD Orange - to Match 3M 3630-3202
2nd Surface
- Painted Translucent Graphics
DD Pink - to Match PMS 3M 3630-1511
2nd Surface
- Painted Translucent Graphics
White
2nd Surface
- Painted Translucent Graphics
Pan Formed Faces
(Qty: 2) Approx. 8' w x 4' h
1 1/2" Pan Formed Clear solar grade polycarbonate
"Dunkin'" to be embossed 1/2"
2" Flange on Face
- Paint in Field
Westcott Navy, Satin Finish
Benjamin Moore 1624

Poyant
Building Your Brand

125 Samuel Barnett Boulevard
New Bedford, MA 02745
603.344.0961 | poyant@poyant.com

DUNKIN'

2007 Double Day Ave
Ballston Spa, NY 12020

Project: 24371
Dunkin'

Sales: Bill Gavigan
Date: 5-31-24
Designer: DME

Note:
This is an original unpublished drawing created by Poyant Signs, Inc. It is submitted for your project use in connection with a project. It is not to be shown to anyone outside your organization, nor is it to be reproduced, copied or exhibited in any fashion until transferred.

Revisions



The sign is intended to be used in accordance with the requirements of the National Electrical Code and/or other applicable local codes. The installer is responsible for obtaining the proper permits and approvals for the sign.

Approved By: _____

Date: _____

Refurbish Existing Pylon

Sign Type 24371.2A

2A.2
1 of 1

Doubleday Ave



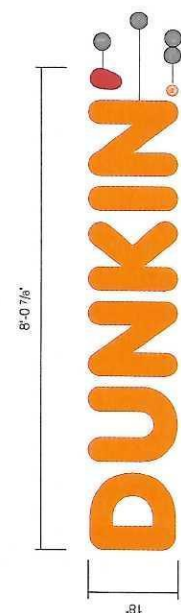
2005 Doubleday Ave

Baileston Spa, New York

Google Street View

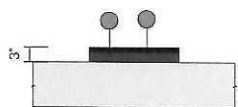
Jul 2019 See more dates





A Sign Elevation - Front View
Scale: 1/2"=1'-0"

Sign Code: DD-VIS22-BS-01-Sm



B Sign Elevation - Side View
Scale: 1/2"=1'-0"

Specifications
Qty = 1
12.11 Sq Ft

Face Lit Channel Letters

- Flush mount to fascia using hardware
- Provided by Others - All below to be provided by others
- 120V Primary electrical brought to sign location
- Primary electrical connection by others
- Verify in Field (VIF)
- Access behind letters?
- Blocking behind letters?
- Existing electrical behind letters?
- Location of electrical?
- Should electrical exit out top or bottom of channel letters?
- Monolith or Regular Fascia?
- If Monolith, Existing Monolith Measurements (H/W/D)
- If Fascia, material, wall thickness, height and width

Colors Specifications

- Coil Stock
Dark Gray #119, Gloss Finish
Returns
- Trim Cap
1" Jewelle Bronze 313
- Translucent Vinyl
Dunkin' Orange, 3M 3630-3202
1st Surface Application
- Translucent Vinyl
Dunkin' Pink, 3M 3630-1511
1st Surface Application
- Digital Print
(Qty: 1) 2 1/4" Dia
Controltac Opaque Digital Print
1st Surface Application
PMS 3564C
- Material
1/2" White PVC
Registration Mark

Poyant
Building Your Brand

125 Samuel Barnett Boulevard
New Bedford, MA 02745
800.544.0961 | poyant@poyant.com

DUNKIN'

2007 Double Day Ave
Belliston Spa NY 12020

Project: 24371
Dunkin'

Sales: Bill Gavigan
Date: 5-31-24
Designer: DME

Note:
This is an original unpublished
drawing created by Poyant Signs.
It is submitted for your
project being prepared by you
for Poyant Signs Inc. It is to
be shown to anyone outside your
organization, nor is it to be
reproduced, copied or exhibited
in any fashion until transferred.

Revisions

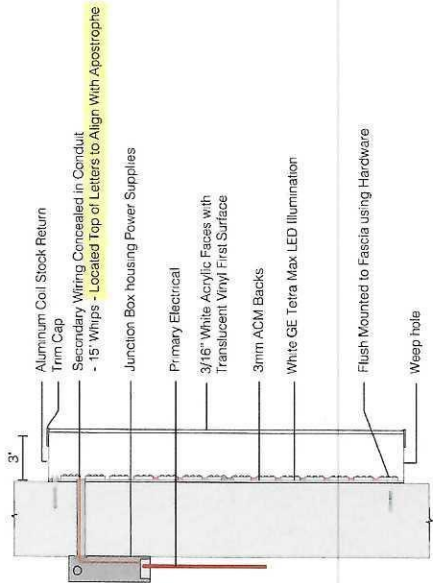


This sign is intended to be installed in accordance
with the requirements of UL 910, or other relevant
standards. The sign is not intended to be used as a
fire-rated assembly or as a fire-rated barrier.

Approved By:

Date:

Face Lit Channel Letters



C Sign Elevation - Side Section View
Not to Scale

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.

Part 1 – Project and Sponsor Information			
Poyant Signs for Dunkin'			
Name of Action or Project: Dunkin' Existing Signage Update			
Project Location (describe, and attach a location map): 2007 Double Day Ave			
Brief Description of Proposed Action: Remove existing wall sign, located above building roof, replace with new Remove existing pylon faces, remove with new (no change to structure, lighting etc-Lens change only)			
Name of Applicant or Sponsor: Poyant Signs Jenn Robichaud		Telephone: 508 789 2256 E-Mail: jrobichaud@poyantsigns.com	
Address: 125 Samuel Barnett Blvd			
City/PO: New Bedford		State: MA	Zip Code: 02745
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? 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.			NO ☐
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			YES ☐
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			YES ☐
4. Check all land uses that occur on, are adjoining or near the proposed action: ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify): ☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☒	☐
b. Consistent with the adopted comprehensive plan?	☐	☐	☒
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☒	
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: _____	☒	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	☒	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☐	
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: _____ _____	☒	☐	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	☒	☐	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	☒	☐	
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	
	☒	☐	
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?	☒	☐	
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	
	☒	☐	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☒	☐	
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:		
☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☒ Urban ☐ 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 ☐
16. Is the project site located in the 100-year flood plan?	NO ☒	YES ☐
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?	☒	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? 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 ☐
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 ☐
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 ☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Poyant Signs Jenn Robichaud</u> Date: <u>07/08/24</u> Signature: <u>Poyant Signs Jenn Robichaud</u> Title: <u>Permits/Sales Support</u>		