



LETTER OF TRANSMITTAL

To : Dave LaFountain – Bldg. / Zoning Officer Date : 03/31/2023
Town of Ballston Spa
Ballston Spa, NY 12020

Re: Zoning submission and Permit
Drawings / Specifications

We are sending to you:

Prints: X	Specifications: X	Samples:	Change Order:
Plans: X	Copy of Letter:	Shop Drawings:	Other: X (Zoning and Bldg. Applications)

Quantity	Date:	Number	Description
1 full set	03/30/2023	16 sheets 18 x 24	CD drawings - signed/stamped
1 full set	03/30/2023	46 pages – 8 ½ x 11	Project Manual-Specifications - signed/stamped
1 submission	03/30/2023	2 sheets 11 x 17	Zoning – design / concept
1 submission	03/30/2023	10 pages – 8 ½ x 11	Zoning and Building Permit applications - completed

The enclosed is transmitted:

For Approval: X zoning	For Review and Comment:	For Revisions/ Resubmittal:
For Your Use: X zoning	Approved as Submitted:	For Quotation:
As Requested:	Approved as Noted:	For Bids Due

Remarks:

Dave;
Attached per our discussions / communications signed / stamped drawings & specifications for denial so we may then submit the Zoning application along with the concept drawings. As was requested in submission for a building permit application we are (for now submitting 1 signature / stamp drwg set) – w/ the 2nd to follow Zoning approval. Please let us know if you require additional material and the “next steps” and timing for zoning Bd. mtg. / presentation.

Thank you in advance.

Respectfully Submitted; DON

Susan L. Davis, LEED – Green Associate
Donald Davis Jr. - Green Building - Residential Examiner (G1)

RA (NY and Ct)
RA (NY and NJ)

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