

**TOWN OF BALLSTON**

**OFFICE USE**

**APPLICATION FOR MINOR SUBDIVISION**

Date Rec'd: \_\_\_\_\_

Case No:- \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Disposition \_\_\_\_\_

County Planning \_\_\_yes\_\_\_no

**To be submitted with application**

**-Filing Fee: \$150.00**

**-2 copies of current deed/color of title**

**-Fourteen 14 copies of plot plan (please refer to attached checklist)**

**-Fourteen 14 copies of EAF short form**

**-\$1000.00 Engineering Review Fee (APPLICATIONS WITHIN THE BALLSTON LAKE WATERSHED OVERLAY PROTECTION DISTRICT ONLY [SEE ATTACHED FEE SCHEDULE])**

**The purpose of this application is to request a Minor Land Subdivision of the property owned by**

\_\_\_\_\_ **shown on Town of Ballston Tax Map as**

**Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ ; located at \_\_\_\_\_**

**The purpose of this subdivision is to \_\_\_\_\_**

**\*Does this property have an Agricultural exemption? [ ] Yes [ ] No**

**\*(Verify with Assessor's Office)**

**PLEASE NOTE**

**Planning Board Meetings are held the last Wednesday of each month.**

**Applications must be submitted 14 calendar days prior to the scheduled meeting.**

**Before final Planning Board approval of the subdivision, a survey of the property by a New York State Licensed Land Surveyor will be required. Four copies of the survey (two paper copies and two mylars) must be submitted to the Town of Ballston Building Department to be signed by the Planning Board Chairman. The applicant then files one Mylar and one paper copy with the County. A Parks & Recreation Fee of \$1,000.00 for each newly created buildable lot will be collected prior to release of the Mylar to be filed with the County.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name (Please Print or Type)**

\_\_\_\_\_  
**Address Telephone Number**

~ 104-9.0 Minor Subdivision

A. Preliminary layout. The subdivider shall prepare a preliminary layout, consisting of a drawing made to scale of the subdivision showing or together with the following information:

	Applicant Check	Planning Board Check
(1) Tract boundary with bearings and distances, and tract area.		
(2) Topographical data containing existing ways. USGS topographic mapping with 5 foot contours is acceptable. Additional topography may be requested at the discretion of the Planning Board.		
(3) Location of all natural features such as wooded areas, marshes and rock outcrops.		
(4) Proposed lot lines and dimensions for residential lots.		
(5) Names and right of way widths of streets within 100 feet of the tract boundary.		
(6) Location of existing utilities, septic systems and wells on and adjacent to the tract.		
(7) Location, dimensions and purpose of any easements on and adjacent to the tract.		
(8) Number to identify each lot. Address to be indicated.		
(9) Purpose for which sites other than residential lots are dedicated or reserved and their location.		
(10) Minimum setback lines on all lots and other sites.		
(11) Names of owners of record of adjoining unplatted land.		
(12) Title of subdivision, scale of layout map, North arrow and date.		
(13) Site data summary, including number of residential lots, typical lot size.		

(14) Proposed water supply and sanitary wastewater disposal method. If on site wastewater disposal is proposed, percolation rate and test pit information shall be provided.

(15) If an on site water supply is to be utilized, a note stating: All lot sales shall be contingent upon a contract addendum for the location of water, flow capacity and pot ability in accordance with the New York State Health Department standards.

(16) A stormwater management report may be required as determined by the Planning Board.

(17) For site disturbance equal to or greater than one acre, a SWPPP prepared in acceptance with NYSDEC requirements will need to be submitted for review of completeness. The Town of Ballston will require that a Notice Of Intent (NOI) for construction activities be submitted to NYSDEC and a copy of the acknowledgement of permit coverage from the NYSDEC be submitted to the Town prior to the start of any construction activities for its files. All proposed erosion controls and water quality measures are to be shown on the subdivision plans.

(18) All regulated wetlands, classified streams and one hundred (100) year floodplain boundaries shall be included where appropriate.

(19) The final plat shall contain the signature and seal of a land surveyor, or a professional engineer and a land surveyor both registered in New York State, or a qualified land surveyor under Section 7208, paragraph (n) of the Education Law.

(20) Nature of any deed restrictions or protective covenants whereby the owner proposes to regulate land use in the subdivision and otherwise protect the proposed development;

(21) A statement of intent which enables the Planning Board to determine the adequacy of the trees to be retained and/or planted throughout the subdivision.

(22) At the determination of the Planning Board, any remaining lands which can be further subdivided and qualify as a major subdivision, a sketch plan for this tract may be required.

## Engineering Review Fee Schedule

### Site Plan Review

0-4,999 sf structure size -	\$900	
5,000-29,999 sf structure size -	\$.25/sf or \$1400/minimum	
30,000+ sf structure size -	\$.10/sf or \$7500/minimum 1/2 due at conceptual submission; 1/2 due with preliminary submission	
Minor projects (exceeding 1000 sf soil disturbance) within the Ballston Lake Waterfront District -		\$500

### Subdivision

Minor Subdivision outside the Watershed Overlay Protection District -	No engineering review unless deemed necessary by the Planning Board	
Minor Subdivision within the Watershed Overlay Protection District -	\$1000	
Major Subdivision -	\$150 per lot; 1/2 due at conceptual submission; 1/2 due with preliminary submission	

Town reserves the right to adjust in-house fees for cases involving renovations, amended site plan or other unusual circumstances.