

**TOWN OF BALLSTON**

**APPLICATION FOR SITE PLAN REVIEW  
BALLSTON LAKE WATERFRONT DISTRICT**

OFFICE USE

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

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

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

Disposition \_\_\_\_\_

County Planning  yes  no

To be submitted with application

Filing Fee: \$100.00 + \$.05 per square foot building size (\$750.00 maximum)

Engineering Review Fee: \$500.00 \*

2 copies of current deed

Fourteen (14) copies of site plan (please refer to attached checklist)

Fourteen (14) copies of EAF

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

\_\_\_\_\_

**PROJECT LOCATION:**

**PROPERTY OWNER:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TAX MAP NUMBER: SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

**BRIEF DESCRIPTION OF PROJECT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* It is the policy of the Town of Ballston Planning Board to require a review, by the Town Engineer, of material submitted by the applicant. The cost of said engineering review is the responsibility of the applicant. The five hundred dollars collected by the Town are placed in escrow for the duration of the review process. Expenses incurred by the Town Engineer are paid from the escrow account. Any unused money left in the escrow account is returned to the applicant at the end of the review process.

\_\_\_\_\_  
(Applicant signature)

\_\_\_\_\_  
(Date)

**§ 138-105 Application for Site Plan Approval.** An application for site plan approval shall be made in writing to the Chairman of the Planning Board and delivered to the Building Department in accordance with the following requirements. It shall be accompanied by information and documentation contained on the following checklist. Where the sketch plan conference was held or the conceptual site plan review process was initiated, the accompanying information shall be drawn from the following checklist as determined necessary by the Planning Board pursuant to such sketch plan conference or conceptual plan review.

**Site Plan Submission Checklist**

|   | Applicant<br>Check off | Waiver<br>requested | Planning Board<br>Check off |
|---|------------------------|---------------------|-----------------------------|
| (1) Title of drawing, including name and address of the applicant and person responsible for preparation of such drawing.   | _____                  | _____               | _____                       |
| (2) North arrow, scale and date and location map.   | _____                  | _____               | _____                       |
| (3) Boundaries of the property plotted to scale.  | _____                  | _____               | _____                       |
| (4) Existing watercourses.  | _____                  | _____               | _____                       |
| (5) Owners and use of adjacent lands.   | _____                  | _____               | _____                       |
| (6) Existing zoning and zoning district requirements.   | _____                  | _____               | _____                       |
| (7) Site area in acres and square feet.   | _____                  | _____               | _____                       |
| (8) Existing utilities (location and size).   | _____                  | _____               | _____                       |
| (9) Location of all easements.  | _____                  | _____               | _____                       |
| (10) Site coverage statistics.  | _____                  | _____               | _____                       |
| (11) Proposed finished floor elevations.  | _____                  | _____               | _____                       |
| (12) Limits of grading and clearing.  | _____                  | _____               | _____                       |
| (13) Location, proposed use, dimensions and height of all buildings, including building setback dimensions to each lot line.  | _____                  | _____               | _____                       |
| (14) Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, surface treatments and fences. | _____                  | _____               | _____                       |
| (15) Description of the method of sewage disposal and location, design and construction materials of such facilities.   | _____                  | _____               | _____                       |
| (16) Description of the method of securing public or private water and location, design and construction materials of such facilities.                                      | _____                  | _____               | _____                       |
| (17) Location of fire and other emergency zones, including the location of firehydrants.  | _____                  | _____               | _____                       |
| (18) Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy.   | _____                  | _____               | _____                       |
| (19) Location, size and design and construction materials of all proposed signs.  | _____                  | _____               | _____                       |
| (20) Location and proposed development of all buffer areas, including existing vegetative cover.  | _____                  | _____               | _____                       |
| (21) Location and design of outdoor lighting facilities.  | _____                  | _____               | _____                       |
| (22) Location of service and equipment, HVAC, refuse, loading, recycling.   | _____                  | _____               | _____                       |

- (23) Designation of the amount of building area proposed for retail sales or similar commercial activity.
- (24) General landscaping plan and planting schedule.
- (25) Other elements integral to the proposed development as considered necessary by the Planning Board, including identification of any state or county permits required for the project's execution.
- (26) Completed and signed application form.
- (27) Required Application Fee.
- (28) Environmental Assessment Form, with Part 1 completed and signed by applicant.
- (29) Site photographs showing existing conditions

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**B. Waivers:** On its own initiative or at the request of the applicant, one or more of the above submission requirements may be waived. The intent is not to require information that is not relevant for the purpose of making an informed decision or to become unduly burdensome on those projects where the level of detail is not warranted. As such, the Planning Board has flexibility in its discretion to determine what shall be required as part of the application submissions. Thus, if the Planning Board finds that any of the information requirements as set forth above are not necessary to conduct an informed review, it may waive such information requirements as it deems appropriate. Any such waiver shall be made in writing, and shall contain statements of the reasons why the waived information requirements are not necessary for an informed review under the circumstances. The Planning Board may grant such waivers on its own initiative or at the written request (that sets forth the specific requirements that are requested to be waived and the reasons for the requested waiver) of an applicant.

## 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.