

TOWN OF BALLSTON

**APPLICATION FOR SITE PLAN REVIEW
Business Highway Districts**

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 [SEE ATTACHED FEE SCHEDULE] *

2 copies of current deed

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

Fourteen (14) copies of EAF

Meetings are held the last Wednesday of the month. Application deadline is 14 calendar days prior to meeting.

NAME: _____

DATE: _____

ADDRESS: _____

PHONE: _____

PROJECT LOCATION:

PROPERTY OWNER:

TAX MAP NUMBER: SECTION _____ BLOCK _____ LOT _____

BRIEF DESCRIPTION OF PROJECT:

PLEASE NOTE: The applicant has the option of applying for conceptual Site Plan or proceeding straight to full Site Plan Review. For conceptual Site Plan, the checklist on page 2 must be utilized. If the applicant desires to proceed to Site Plan Review, the checklist on pages 3 & 4 must be utilized. If the proposed project is within one of the Mixed Use Districts or one of the Business Highway Districts, the appropriate Design Standards Checklist must be utilized, as well.

* 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 engineering review fee collected by the Town is 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)

§ 138-104 Conceptual Site Plan.

At the option of the applicant, a conceptual site plan may be submitted for preliminary review and analysis by the Planning Board. This conceptual review process is intended to afford the applicant another opportunity to fine-tune the proposal prior to submission of a formal site plan. It is an optional, voluntary process that may be appropriate with certain applications, particularly those that may involve a large-scale or complex development proposal. The purpose of the concept plan is to provide the Planning Board with more detailed information and a fuller understanding of the proposal so that a more detailed recommendation can be provided by the Planning Board. It is the goal of this review stage, that the applicant and the Planning Board can reach a consensus on exactly what will be required with the submission of a formal site plan application and what is acceptable regarding the conceptual features of the proposal thereby streamlining the process for the formal site plan review.

Submission for Conceptual Site Plan Review

	Applicant Check off	Waiver requested	Planning Board Check off
(1) A narrative description of the proposed project, addressing its scope of operation, purpose, justification and impact on the immediate area of influence and the town in general (traffic generation, population, utilities aesthetics and land use compatibility) and including the following:			
(a) Address of site (street and number).		N/A	
(b) Name of applicant.		N/A	
(c) Name of proposed tenant/business.		N/A	
(d) Site zoning.		N/A	
(e) Description of existing site and use.		N/A	
(f) Description of intended site development and use.		N/A	
(g) Proposed gross floor area.		N/A	
(h) Building height and number of floors.			
(i) Number of guest rooms or dwelling units where applicable.			
(j) Number of employees.			
(k) Hours and days of operation.			
(l) Proposed number of parking spaces.			
(m) Site coverage statistics (building coverage, paved areas, green area, by percentage of site and square footage).			
(n) Impact on adjoining property: noise, visual, drainage, other.			
(o) Anticipated impact on services (quantify and discuss impacts): traffic, sewer, water, solid waste.			
(p) Storage and disposal method of chemicals used (solvents, soaps, etc.).			
(2) A conceptual site plan should contain the following:			
(a) Title block with names of projects, applicant, and map preparer; address of site; date of map; and work record with revision dates.			
(b) Proposed buildings, other improvements (with building and setback dimensions).			
(c) Proposed utilities, including lateral locations, sizes and connection points.			
(d) Proposed landscaping.			
(e) Proposed parking, circulation, storage, service, display areas, solid waste containment/recycling areas; label minimum parking setbacks from lot lines and buildings			
(f) Number of parking spaces, including handicapped spaces as required by NYS Uniform Fire Prevention and Building Code.			
(g) Analysis of parking requirement.			
(h) Access location.			
(i) Proposed drainage concept.			
(j) Approximate limits of clearing and grading.			
(k) Existing/proposed easements.			
(l) Site coverage statistics (building coverage, green area, and paved areas by percentage of site and square footage).			
(m) Building height and number of floors.			
(n) Existing conditions map.			
(3) Environmental assessment form (optional at this stage).			

§ 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 Check off	Waiver requested	Planning Board Check off
(1) Title of drawing, including name and address of the applicant and person responsible for preparation of such drawing.	<hr/>	<hr/>	<hr/>
(2) North arrow, scale and date and location map.	<hr/>	<hr/>	<hr/>
(3) Boundaries of the property plotted to scale.	<hr/>	<hr/>	<hr/>
(4) Existing watercourses.	<hr/>	<hr/>	<hr/>
(5) Owners and use of adjacent lands.	<hr/>	<hr/>	<hr/>
(6) Existing zoning and zoning district requirements.	<hr/>	<hr/>	<hr/>
(7) Site area in acres and square feet.	<hr/>	<hr/>	<hr/>
(8) Existing utilities (location and size).	<hr/>	<hr/>	<hr/>
(9) Location of all easements.	<hr/>	<hr/>	<hr/>
(10) Site coverage statistics.	<hr/>	<hr/>	<hr/>
(11) Proposed finished floor elevations.	<hr/>	<hr/>	<hr/>
(12) Limits of grading and clearing.	<hr/>	<hr/>	<hr/>
(13) Grading and drainage plan, showing existing and proposed topography at minimum two-foot contour intervals, extending 50 feet from the site, and based on a NAVD 1929 benchmark (shown on plans).	<hr/>	<hr/>	<hr/>
(14) Location, proposed use, dimensions and height of all buildings, including building setback dimensions to each lot line.	<hr/>	<hr/>	<hr/>
(15) Location, design and construction materials of all parking and truck loading areas, number of parking spaces and showing ingress and egress.	<hr/>	<hr/>	<hr/>
(16) Provision for pedestrian access/parking for handicapped.	<hr/>	<hr/>	<hr/>
(17) Location of outdoor storage, if any.	<hr/>	<hr/>	<hr/>
(18) Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, surface treatments and fences.	<hr/>	<hr/>	<hr/>
(19) Description of the method of sewage disposal and location, design and construction materials of such facilities.	<hr/>	<hr/>	<hr/>
(20) Description of the method of stormwater collection and location, design and construction materials of such facilities.	<hr/>	<hr/>	<hr/>
(21) Description of the method of securing public or private water and location, design and construction materials of such facilities.	<hr/>	<hr/>	<hr/>

- (22) Location of fire and other emergency zones, including the location of firehydrants.
- (23) Location, design and construction materials of all energy distribution facilities, including electrical, gas and solar energy.
- (24) Location, size and design and construction materials of all proposed signs.
- (25) Location and proposed development of all buffer areas, including existing vegetative cover.
- (26) Location and design of outdoor lighting facilities.
- (27) Location of service and equipment, HVAC, refuse, loading, recycling.
- (28) Designation of the amount of building area proposed for retail sales or similar commercial activity.
- (29) General landscaping plan and planting schedule.
- (30) 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.
- (31) Completed and signed application form.
- (32) Required Application Fee.
- (33) Environmental Assessment Form, with Part 1 completed and signed by applicant.
- (34) Site photographs showing existing conditions

B. Additional Submission Requirements.

- (1) Stormwater. The submission requirements and standards set forth in Chapter 91 (entitled, "Stormwater Management") of the Town Code shall apply and be adhered to by the applicant.
- (2) The applicant shall submit an existing conditions diagram showing relevant features including but not limited to those identified in items 1-9 proposed of section 138-105A. This diagram should also be used to identify the location and direction of the site photographs.

C. 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.

Business Highway Design Standards Checklist

Site Organization

		Page Number	PROVIDED	NOT PROVIDED
Building Placement Front Yard Setback		2.17		
Building Placement Side Yard Setback		2.17		
Building Placement Minimum Frontage Build Out		2.17		
Street Organization, On- Street Parking and Restrictions	<i>New Roads:</i> <i>On-Street Parking:</i>	2.17		
Off-Street Parking	<i>Location:</i> <i>Parking Area Landscaping:</i> <i>Landscape requirements:</i>	2.18		
Green Space		2.19		

Site Design

Screening and Buffers		2.20		
Site Lighting		2.20		
Public Spaces	<i>Sidewalk Material</i> <i>Sidewalk Connections</i> <i>Sidewalk Landscaping</i>	2.21		
Sidewalk Retail		2.21		
Public Plazas and Outdoor Dining	<i>Plazas</i> <i>Outdoor Dining</i>	2.22		
Signage		2.23		
Utilities	All utilities should be placed underground.	2.23		

***A waiver request is required for all items not provided. The waiver request shall include a detailed narrative describing why the design standards cannot be implemented. The narrative shall also describe how the applicant proposes to mitigate non-compliance. Each design element should be addressed individually.**

Business Highway Design Standards Checklist

Architectural Design

		Page Number	PROVIDED	NOT PROVIDED
Proportion		2.24		
Roof		2.24		
Facade Treatment and Fenestration		2.25		
Specialty Equipment	<i>Rooftop Mechanical Equipment, Satellite Dishes, Antennas, etc. Ground level equipment such as dumpsters and loading docks:</i>	2.25		
Materials and Color	<i>Permitted Facade Materials Prohibited Materials Trim Materials Building Colors</i>	2.26		
Awnings and Canopies		2.27		

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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; ½ 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; ½ due with preliminary submission	

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