

TOWN OF BALLSTON

**APPLICATION FOR SITE PLAN REVIEW
Mixed Use 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.	_____	_____	_____
(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) 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).	_____	_____	_____
(14) Location, proposed use, dimensions and height of all buildings, including building setback dimensions to each lot line.	_____	_____	_____
(15) Location, design and construction materials of all parking and truck loading areas, number of parking spaces and showing ingress and egress.	_____	_____	_____
(16) Provision for pedestrian access/parking for handicapped.	_____	_____	_____
(17) Location of outdoor storage, if any.	_____	_____	_____
(18) Location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, surface treatments and fences.	_____	_____	_____
(19) Description of the method of sewage disposal and location, design and construction materials of such facilities.	_____	_____	_____
(20) Description of the method of stormwater collection and location, design and construction materials of such facilities.	_____	_____	_____
(21) Description of the method of securing public or private water and location, design and construction materials of such facilities.	_____	_____	_____

Mixed Use Districts Design Standards Checklist

Site Organization

		Page Number	PROVIDED	NOT PROVIDED
Building Placement Front Yard Setback		2.5		
Building Placement Side Yard Setback		2.5		
Building Placement Minimum Frontage Build Out		2.6		
Street Organization, On-Street Parking and Restrictions	<i>New Roads:</i> <i>On-Street Parking:</i>	2.6		
Off-Street Parking	<i>Location:</i> <i>Parking Area Landscaping:</i> <i>Landscape requirements:</i>	2.6		
Green Space		2.7		

Site Design

Screening and Buffers		2.8		
Site Lighting		2.8		
Public Spaces	<i>Sidewalk Material</i> <i>Sidewalk Connections</i> <i>Sidewalk Landscaping</i>	2.9		
Sidewalk Retail		2.9		
Public Plazas and Outdoor Dining	<i>Plazas</i> <i>Outdoor Dining</i>	2.10		
Signage		2.11		
Utilities	All utilities should be placed underground.	2.12		

***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.**

Mixed Use Districts Design Standards Checklist

Architectural Design

		Page Number	PROVIDED	NOT PROVIDED
Proportion		2.13		
Roof		2.13		
Facade Treatment and Fenestration		2.15		
Specialty Equipment	<i>Rooftop Mechanical Equipment, Satellite Dishes, Antennas, etc. Ground level equipment such as dumpsters and loading docks:</i>	2.16		
Materials and Color	<i>Permitted Facade Materials Prohibited Materials Trim Materials Building Colors</i>	2.16		
Awnings and Canopies		2.15		

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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; 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.