

**TOWN OF BALLSTON**

**APPLICATION FOR SITE PLAN REVIEW**

**SIGNAGE**

OFFICE USE  
Date Rec'd: \_\_\_\_\_  
Case No:- \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
Disposition \_\_\_\_\_  
County Planning \_\_\_yes\_\_\_no

To be submitted with application

Filing Fee: \$100.00

2 copies of current deed

Twelve (14) copies of sign plans including plot plan showing location of all signage

Twelve (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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

# BUSINESS HIGHWAY DISTRICTS

Design Element	Business Highway District Land
	<p>shall be maintained at all times on sidewalks.</p> <ul style="list-style-type: none"> <li>&gt; If at side of building, an edge matching the line of the building facade should be created; the edge should be made of transparent fence made of wood or wrought iron at a maximum height of 4'.</li> <li>&gt; In no case should the fence/railing combination prohibit views from the sidewalk into the café area.</li> </ul>
<p><b>Signage</b></p>	<p>Signs Permitted with Site Plan Review:</p> <ul style="list-style-type: none"> <li>▪ Wall Signs</li> <li>▪ Freestanding Signs</li> <li>▪ Window Signs</li> <li>▪ Permanent Changeable Message Signs</li> <li>▪ Temporary Portable Roadside Changeable Message Sign (2-weeks maximum)</li> <li>▪ Special Sales Signs</li> <li>▪ Refer to Article XI for additional sign regulations.</li> <li>▪ Two principal site business identification signs (i.e., one freestanding sign with a maximum of two display faces, and one wall sign) may be displayed on the same lot as the business with which they are associated.</li> <li>▪ The total square footage of all signage (except Special Sales Signs) associated with any one business or on any one site shall not exceed an area equal to sixty-five one hundredths (0.65) square foot per linear foot of building frontage or 400 square feet, whichever is less.</li> <li>▪ Two permanent freestanding signs are allowed if the parcel has two curb cuts on separate streets and they are separated by a minimum of 100' on each street.</li> </ul> <p>Size – Freestanding</p> <ul style="list-style-type: none"> <li>▪ Height = 12'</li> <li>▪ Width = 10'</li> </ul> <p>Size – Wall Sign</p> <ul style="list-style-type: none"> <li>▪ The total wall signage shall not exceed an area equal to one (1) square foot of sign area for each linear foot of building frontage, or three hundred (300) square feet, whichever is the lesser. In no instance shall any one sign exceed one hundred fifty five (150) square feet.</li> </ul> <p>Window Signs</p> <ul style="list-style-type: none"> <li>▪ Same as Mixed Use Districts</li> </ul>
<p><b>Utilities</b></p>	<p>All utilities should be placed underground.</p>

§ 138-33. Sign requirements.

- A. Lighting and motion.
  - (1) Signs shall be nonflashing. Illumination shall not cause glare which adversely affects neighboring properties and traffic.
  - (2) Signs shall be nonanimated and nonrevolving.
- B. Ground clearance.
  - (1) Freestanding signs larger than eight square feet in area must stand at least three feet above the ground over their entire length.
  - (2) Signs, freestanding, mounted or temporary, may not exceed 25 feet in height from the extreme top of the sign to the ground.
- C. Setbacks. All signs, excluding temporary directional signs, shall comply with minimum setback requirement of 35 feet, measured from the center line of the roadway on which subject property fronts to that portion of the sign nearest the roadway center line. In addition, no sign shall be located, by measurement to the nearest portion of the sign, within 15 feet of the edge of the roadway pavement.
- D. Physical composition. Signs shall be constructed of durable materials and shall be maintained in good condition. It shall be the duty of the owner and occupant of lands or buildings having signs thereon to maintain them free of faulty wires, loose fastenings and any other conditions that, in the opinion of the Zoning Enforcement Officer, would render such signs unsafe and hazardous to members of the public. The Building Inspector may cause dilapidated signs to be removed 60 days after written notification of the sign owner. The Building Inspector's decision may be appealed to the Zoning Board of Appeals during the above-described 60 days.
- E. Location.
  - (1) Signs shall not obstruct vision at intersections, driveways or entrances and exits to establishments.
  - (2) Signs shall not project beyond property lines or over public roads or sidewalks.
  - (3) Signs shall not be attached to public utility poles.
  - (4) No sign shall be placed on the roof of any building.
- F. Use. All signs, excluding directional and temporary, shall be accessory to the principal use where they are erected.
- G. Message composition. Sign design and message shall be in keeping with the intent of this chapter to promote the health, safety, morals and general welfare of the town and its residents.

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?		NO	YES
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency?		NO	YES
If Yes, list agency(s) name and permit or approval:		<input type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ acres	
b. Total acreage to be physically disturbed?		_____ acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			



18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**PRINT**