



**TOWN OF Ballston**  
**Building and Planning Department**  
 323 Charlton Road  
 Ballston Spa, NY 12020  
 Telephone (518) 885-8502 x16  
 Fax (518) 884-2839

**Soil Disturbance  
 Permit Application**

PERMIT # \_\_\_\_\_  
 Issued: \_\_\_\_\_

Project/Site Name: \_\_\_\_\_ Parcel ID# (SBL#): \_\_\_\_\_

Project/Site Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Design Professional:** \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

**Site:**

A. Size of total project: \_\_\_\_\_ acres Area to be disturbed: \_\_\_\_\_ acres

B. Does lot lie partially or wholly within wetlands \_\_\_\_Yes \_\_\_\_No or Floodplains \_\_\_\_Yes \_\_\_\_No

C. Type of Soil: \_\_\_\_\_

D. Type of work proposed: \_\_\_\_\_

E. Will a SPDES General Permit for Stormwater Discharges from a Construction Activity be applied for: \_\_\_\_Yes \_\_ No If yes, an MS4 acceptance must be obtained from the Town of Ballston Stormwater Management Officer. **\*\*Please maintain a copy of your Stormwater Prevention Pollution Prevention Plan on site at all times\*\***

F. Erosion and Sediment Control Measures to be implemented (Description of techniques and show on Site Plan) \_\_\_\_\_

G. Dust Control Measures to be implemented \_\_\_\_\_

**Please provide a description of the scope of work to be completed:**

---

---

---

---

---

Application is hereby made to the Building Department for the issuance of a soil disturbance permit for construction as herein described, pursuant to provisions of the Town Code (Chapter 91) of the Town of Ballston. The owner and the applicant agree to comply with all applicable laws, ordinances and regulations and with all regulations and procedures as explained in this application, and will allow all inspectors to enter the premises for all required and necessary inspections. The following regulations shall apply:

- A. This application shall be completed and signed by the property owner and the applicant, and submitted to the Building Department.
- B. This application must be accompanied by an electronic and paper copy of the following:
  - 1. **Plot/site plan showing**
    - (a) Existing and proposed buildings or structures on the lot and their distances to one another as well as to the lot lines and all other pertinent details of the property.
    - (b) Existing drainage, utilities and other natural features including, but not limited to, wetlands, floodplains and wooded areas.
    - (c) Temporary and permanent sediment and erosion control measures, proposed grading and drainage features.
    - (d) Approximate area of planned soil disturbance
    - (e) Storm Water Pollution Prevention Plan, if required by town code.
  - 2. **A copy of a legal survey showing**
    - (a) Lot dimensions & area, existing buildings or structures on the lot and their distances to one another and to the lot lines.
    - (b) All setbacks as required by zoning or presence of features including, but not limited to, wetlands, wells and septic systems.
  - 3. **Liability insurance coverage:**
    - (a) For contractors acting in the capacity of a general contractor, \$1,000,000 minimum each occurrence, with the Town of Ballston the certificate holder.
    - (b) For property owners, if there is no contractor participation in the project, \$300,000 minimum and a maximum of \$1,000,000 contingent upon the project.
  - 4. **Proof of compliance with the mandatory coverage provisions of the Workers' Compensation Law and Disability Law.**
    - (a) Certificate of workers compensation insurance, on either the State approved **C-105.2** form or the **U-26.3** form **AND** certificate of disability insurance, on either the State **DB-120.1** or **DB-155** form **OR**
    - (b) Certificate of workers compensation/disability exemption **CE-200**, site specific.
- C. Fees required and as calculated by the building department, shall be paid by check, money order, cash, or credit card. A processing fee exists for credit card payments.
- D. Work covered by this application shall not commence prior to permit issuance.
- E. Any deviation from approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans by the building department, including any required fees.
- F. Building Department shall be notified (minimum notice – **48 hours** in advance) according to the required schedule of inspections.
- G. The following inspections are required unless otherwise noted on the issued soil disturbing permit:
  - 1. Start of construction
  - 2. Installation of sediment and erosion control measures
  - 3. Completion of site clearing
  - 4. Completion of rough grading
  - 5. Close of the construction season
  - 6. Completion of final landscaping
  - 7. Successful establishment of landscaping in public areas

**SIGNATURE OF PROPERTY OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

<b>FOR STAFF USE ONLY:</b>		
DATE/TIME APPLIED _____	RECEIVED BY _____	PERMIT # _____
DATE ISSUED/DENIED _____	SIGNATURE _____	
FEE..... \$200.00 UP TO 3 ACRES; \$60.00 EACH ADDITIONAL ACRE.....COST \$ _____		