

TOWN OF BALLSTON

APPLICATION FOR SKETCH PLAN CONFERENCE

To be submitted with application

12 copies of sketch plan

OFFICE USE

Date Rec'd: _____

Case No:- _____

Hearing Date: _____

Disposition _____

County Planning ___yes___no

NAME: _____

DATE: _____

ADDRESS: _____

PHONE: _____

PROJECT LOCATION:

PROPERTY OWNER:

TAX MAP NUMBER: SECTION _____ BLOCK _____ LOT _____

BRIEF DESCRIPTION OF PROJECT:

(Applicant signature)

(Date)

§ 138-103 Sketch Plan. A sketch plan conference may be held between the Planning Board and the applicant prior to the preparation and submission of a formal site plan. No fee is required to schedule a sketch plan conference but a written request for such a conference must be made in writing to the Planning Board Chairman and delivered to the Building Department at least three weeks prior to the next regularly scheduled Planning Board meeting in order to get on the agenda for that meeting. The intent of such a conference is to enable the applicant to inform the Planning Board of the proposal prior to the preparation of a detailed site plan, and for the Planning Board to review the basic site design concept, advise the applicant as to potential problems and concerns and to generally determine the information to be required on the site plan. As such, an applicant is strongly encouraged to schedule and attend the sketch plan conference. In order to accomplish these objectives, the applicant should provide the Planning Board with as much information or detail as is practicable. In this regard, the following is suggested:

- A. A sketch or map of the area which shows the location of the site with respect to nearby streets, rights-of-way, properties, easements and other pertinent features; and
- B. A sketch plan showing proposed site improvements, including the locations and dimensions of proposed structures, parking areas, water service, wastewater disposal, conceptual stormwater management, anticipated changes in the existing topography and other natural features; and
- C. A topographic or contour map of adequate scale and detail to show site topography and significant site features such as wetlands, surface waters, existing structures or improvements on the site and any other information that may be pertinent to the design and layout of the site.

At the option of the applicant, more than one sketch plan conference may be scheduled in order to have sufficient opportunity to exchange ideas, provide recommendations, if any, and further develop the proposal.