



# TOWN OF BALLSTON PLANNING BOARD

OFFICE USE ONLY

Date rec'd \_\_\_\_\_

Ref # \_\_\_\_\_

Hearing Date: \_\_\_\_\_

County Planning \_\_\_yes \_\_\_no

## PLANNING BOARD APPLICATION COVER SHEET

### APPLICANT/AGENT (Owner Authorization required)

Name \_\_\_\_\_ Organization \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### PROPERTY OWNER

Name \_\_\_\_\_ Organization \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### TYPE:

- SITE PLAN REVIEW     
  SPECIAL USE PERMIT     
  LOT LINE ADJUSTMENT  
 MINOR SUBDIVISION     
  MAJOR SUBDIVISION     
  SKETCH PLAN CONFERENCE

LOCATION OF PROPOSED PROJECT: \_\_\_\_\_

TAX MAP NUMBER(S): \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

Does this property have an agricultural exemption?  Yes  No (Verify with Assessor's Office)

Is this property within 500' of a farm operation or within an Ag District?  Yes  No  
If yes, an [Ag Data Statement](#) is required.

BRIEF DESCRIPTION OF PROPOSAL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICATION FEE SUBMITTED: \_\_\_\_\_ ENGINEERING FEE SUBMITTED: \_\_\_\_\_

Applicant/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be placed on the agenda, **COMPLETE** applications and **ALL** supplemental documents must be submitted **no later than three weeks before** the regularly scheduled meeting. Meetings are held the last wednesday of the month unless otherwise noted on the town calendar.

Please see page 2 for additional submission requirements



## TOWN OF BALLSTON PLANNING BOARD

### **Please submit the following:**

- Two (2) copies of Present Deed.
- Application Fee (see Fee Schedule on Page 3)
- Engineering Review Fee Escrow, if applicable (see Fee Schedule on Page 3)
- Electronic copy in PDF format of all submission documents – **please note that a USB drive containing PDF copies of all submission documents must be included with your submission, even if you have emailed PDF documents and/or a link to PDF documents**

### **Fourteen (14) packets** with the each of the following:

- This Application Form
- [Owner Authorization Form](#) (if applicant/agent is not the property owner)
- Site and/or Plot Plan (four (4) Full-size 24" x 36", ten (10) 11x17" size)
- Supplemental Checklist and associated documents for the application type (see links below)
  - [Site Plan Review Checklist](#)
  - [Special Use Permit Checklist](#)
  - [Lot Line Adjustment Checklist](#)
  - [Minor Subdivision Checklist](#)
  - [Major Subdivision Checklist](#)
  - [Sketch Plan Conference Checklist](#)

### **PLEASE NOTE THE FOLLOWING:**

- The submission deadline is Noon on the submission date; submissions will not be accepted after Noon
- Submissions that are missing required documents, have too few copies of documents, or are not divided into packets will not be accepted
- A USB drive containing PDF copies of all submission documents must be included with your submission; submissions without a USB drive will not be accepted
- If you are applying for multiple application types (for example, Site Plan Review and Special Use Permit), one set of 14 copies of the site/plot plan will suffice
- If you are applying for multiple application types, the application fee for all types apply (add up all the different application fees)  
For example: \$500 + \$.05/sf Site Plan fee + \$500 Special Use Permit fee
- Checks should be made payable to "Town of Ballston"
- Application fees and Engineering Review fees should be paid on separate checks
- The Town of Ballston Planning Board may 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. These costs shall include the cost of engineering consultation and may also include the cost of site inspection, roads, water systems and similar inspections. The Engineering review fee is placed in escrow for the duration of the review process. Any unused money left in the escrow account is returned to the applicant as the end of the review process.
- The project will be placed on the agenda if the application is considered complete by the Town Building Department.



# TOWN OF BALLSTON PLANNING BOARD

## PLANNING BOARD FEES Effective January 11, 2022 (per Town Board Resolution 22-13)

### **SITE PLAN REVIEW**

Application fee	\$500.00 + \$.05 per sf building size (Max fee \$1000)
Initial Engineering review fee	\$2000 (Escrow)
SWPPP Review fee, if required	\$1500 (Escrow)
Parks & Recreation fee (in lieu of dedication of parkland, payable upon approval)	\$2000 per dwelling unit or commercial building (excl. first dwelling unit)

### **SPECIAL USE PERMIT**

Application fee	\$500.00
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### **LOT LINE ADJUSTMENT**

Application fee	\$150.00
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### **MINOR SUBDIVISION (1-4 LOTS)**

Application fee	\$200 + \$100 per lot/dwelling (excl. original lot/dwelling)
SWPPP Review fee, if required (Required for Ballston Lake Watershed Overlay)	\$1500 (Escrow)
Parks & Recreation fee (in lieu of dedication of parkland, payable upon approval)	\$2000 per dwelling unit or commercial building (excl. first dwelling unit)

### **MAJOR SUBDIVISION (5+ LOTS)**

Initial Engineering review fee	\$2000 (Escrow)
Preliminary/Final Approval Application fee	\$500.00 + \$100 per lot/dwelling (excl. original lot/dwelling)
SWPPP Review fee, if required	\$1500 (Escrow)
Parks & Recreation fee (in lieu of dedication of parkland, payable upon approval)	\$2000 per dwelling unit or commercial building (excl. first dwelling unit)

### **GIS WORK**

\$200 per lot or \$250.00 per map