

**TOWN OF BALLSTON**  
**PLANNING BOARD**

**APPLICATION FOR REVIEW AND APPROVAL OF MAJOR SUBDIVISION**

( 5 or more lots)

**Information Required when applying to the Planning Board**

- Two (2) copies of Present Deed.
- Fourteen (14) paper copies of all Required Materials. (Please see pages 2 & 3)
- Fourteen (14) paper copies of long from EAF
- Application Fee
- Town of Ballston Engineering Review Fee Escrow [SEE FEE SCHEDULE]  
[http://townofballstonny.org/documents/FeeSchedule1JAN2017\\_000.pdf](http://townofballstonny.org/documents/FeeSchedule1JAN2017_000.pdf)

**PLEASE NOTE THE FOLLOWING:**

- Review requirements of Section 104-9.1, Code of the Town of Ballston <http://ecode360.com/6232719>
- Check Zoning Map to determine if project is within Ballston Lake Watershed Overlay Protection District. There may be additional requirements. <http://townofballstonny.org/townCode/Zoningmap09.pdf>
- Electronic copy in PDF format of subdivision map is required.
- Applications must be submitted no later than noon, 21 days before the scheduled meeting. Scheduled meetings can be found on the Planning Board page of the Town Website. <http://www.townofballstonny.org/documents/PBSchedule2017.pdf>
- The Town requires payment of any and all engineering costs which are incurred by the town as a result of subdivider's application for subdivision approval. These costs shall include the cost of engineering consultation made on behalf of the Town as well as the cost of onsite inspection, of roads, water systems and similar inspections which are required to be made by those other than Town of Ballston employees. See Section 104-5 of the Town of Ballston Code. <http://ecode360.com/6232630> Two separate checks made payable to the Town of Ballston are required for application fee and engineering escrow fee.
- Applications will be reviewed by Planning staff. If your application is deemed incomplete, you will be notified prior to the meeting.

**APPLICANT**

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

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

**PROPERTY OWNER**

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

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

**LOCATION OF PROPOSED SUBDIVISION**

\_\_\_\_\_ Tax Map Number: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Does this property have an agricultural exemption? Yes \_\_\_\_\_ No \_\_\_\_\_

**APPLICATION FEE:** (Fee \$200.00 plus \$25.00 per lot) \$ 200.00

Number of Lots \_\_\_\_\_ @ \$25.00 each = \$ \_\_\_\_\_

Total submitted: \$ \_\_\_\_\_

(PLEASE NOTE) The undersigned hereby requests approval by the Planning Board of the above identified Subdivision Plat. The signature on this form authorizes Planning Board Officials access to the property for the purpose of reviewing the application.

Signature: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

**A. Concept submission.** The owner shall furnish copies of a concept plan of the proposed subdivision and all adjacent land owned by the owner or under option to him at a scale of not less than 100 feet per inch.

- |  | APPLICANT<br>CHECK | TOWN<br>CHECK |
|--|--------------------|---------------|
| (1) The plan shall include:  |                    |               |
| (a) Property boundaries.   | (a) _____          | _____         |
| (b) Existing topography at five foot contour intervals to USGS datum.  | (b) _____          | _____         |
| (c) Soil analysis.   | [c] _____          | _____         |
| (d) Existing utilities.  | (d) _____          | _____         |
| (e) General street, lot and utility layout. Flag lots are permitted in major subdivisions. However, if the configuration of flag lots is not desirable, the Planning Board may determine that the tract of land shall be served by town roads. | (e) _____          | _____         |
| (f) Conceptual drainage plan.  | (f) _____          | _____         |
| (g) Wetlands, streams, surface waters, and other drainage corridors and flood hazard areas.  | (g) _____          | _____         |
| (2) The plan shall also include a vicinity map to a scale of not smaller than 400 feet per inch showing lands and roads in this area.  |                    |               |
| (3) In addition to the above-referenced information, the following paperwork shall be submitted:   |                    |               |
| (a) Completed Town of Ballston submission form.  | (a) _____          | _____         |
| (b) Long Environmental Assessment Form.  | (b) _____          | _____         |
| (c) Narrative description of the proposal, including:  |                    |               |
| (i) Project acreage.   | [i] _____          | _____         |
| (ii) Description of existing site and use.   | [ii] _____         | _____         |
| (iii) Description of intended site development.  | [iii] _____        | _____         |
| (iv) Number of lots.   | [iv] _____         | _____         |
| (v) Impacts on adjoining property.   | [v] _____          | _____         |
| (vi) Impacts on services.  | [vi] _____         | _____         |
| (d) A request for any zoning changes, zoning variances and special use permits proposed for the area to be subdivided.   | (d) _____          | _____         |

**B. Procedure for approval of preliminary layout.**

- |  |           |       |
|--|-----------|-------|
| (1) The subdivider shall prepare a preliminary layout, based on the approved concept plan consisting of a drawing made to scale of the subdivision showing or together with the following information: |           |       |
| (a) Tract boundary with bearings and distances, tract area and street layout.  | (a) _____ | _____ |
| (b) Topographical data shown with two foot contour interval and all existing drainageways. Benchmark (NGVD 1929) to be indicated on plans.   | (b) _____ | _____ |
| (c) Location of all natural features such as wooded areas, marshes and rock outcrops.  | (c) _____ | _____ |
| (d) Proposed lot lines and lot dimensions.   | (d) _____ | _____ |
| (e) Proposed location and name of streets with right of way widths.  | (e) _____ | _____ |
| (f) Names and right of way widths of streets within 100 feet of the tract boundary.  | (f) _____ | _____ |

	APPLICANT CHECK	TOWN CHECK
(g) Location of existing or proposed utilities on and adjacent to the tract.	(g) _____	_____
(h) Location, dimensions and purpose of any easements on and adjacent to the tract.	(h) _____	_____
(i) Number to identify each lot.	(i) _____	_____
(j) Purpose for which sites other than residential lots are dedicated or reserved and their location.	(j) _____	_____
(k) Minimum setback lines on all lots and other sites.	(k) _____	_____
(l) Names of owners of record of adjoining unplatted land.	(l) _____	_____
(m) Title of subdivision, scale of layout map, North arrow and date.	(m) _____	_____
(n) Site data summary, including number of residential lots, typical lot size, linear feet of streets, acres in parks, etc.	(n) _____	_____
(o) Proposed sanitary wastewater disposal method. If on site wastewater disposal is proposed percolation information shall be provided at representative locations, minimum one test per three lots or as required by Planning Board on recommendations of Town Engineer.	(o) _____	_____
(p) Proposed water supply distribution system. If an on site water supply is to be utilized, a note stating: All lot sales shall be contingent upon a contract addendum for the location of water, flow capacity and potability in accordance with the New York State Health Department standards;	(p) _____	_____
(q) All regulated wetlands, classified streams and one hundred (100) year floodplain boundaries shall be included where applicable.	(q) _____	_____
(r) Street name signs.	(r) _____	_____
(s) The final plat shall contain the signature and seal of a professional engineering and of a land surveyor, both registered in New York State.	(s) _____	_____
(t) Nature of any deed restrictions or protective covenants whereby the owner proposed to regulate land use in the subdivision and otherwise protect the proposed development.	(t) _____	_____
(u) A statement of intent, which enables the Planning Board to determine the adequacy of the trees to be retained and/or planted throughout the subdivision.	(u) _____	_____

B. Application for preliminary plat approval. The subdivider shall file application for conceptual approval of his or her preliminary layout. The application shall:

- (1) Be made on forms available at the office of the Building Department.
- (2) Include all land which the applicant proposes to subdivide.
- (3) Be accompanied by 12 copies of the preliminary layout as specified in Subsection A above.
- (4) Be submitted to the Planning Board not less than 21 days prior to the regularly scheduled meeting.
- (5) Be accompanied by a fee according to the most recent fee schedule, which is established periodically by the Town Board.<sup>7</sup>
- (6) The final plat shall contain the signature and seal of a professional engineer and of a land surveyor, both registered in New York State.

C. The Planning Board shall follow the procedures of Town Law ~ 276, Subdivision 5, to approve, approve with conditions or disapprove the preliminary plat.<sup>8</sup>