

TOWN OF BALLSTON

APPLICATION FOR MINOR SUBDIVISION

OFFICE USE

Date Rec'd: _____

Case No:- _____

Hearing Date: _____

Disposition _____

County Planning yes no

To be submitted with application

-Filing Fee: \$150.00

-2 copies of current deed/color of title

-Fourteen 14 copies of plot plan (please refer to attached checklist)

-Fourteen 14 copies of EAF short form

-Engineering Review Fee for applications within the Ballston Lake Watershed Overlay Protection District (see attached fee schedule)

PLEASE NOTE THE FOLLOWING:

- Review requirements of Section 104-9.1, Code of the Town of Ballston <http://ecode360.com/6232684>
- 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 late 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 applicant's request 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.

The purpose of this application is to request a Minor Land Subdivision of the property owned by

_____ **shown on Town of Ballston Tax Map as**

Section _____ Block _____ Lot _____ ; located at _____

The purpose of this subdivision is to _____

***Does this property have an Agricultural exemption? [] Yes [] No *(Verify with Assessor's Office)**

(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: _____

Title: _____ Date: _____

~ 104-9.0 Minor Subdivision

A. Preliminary layout. The subdivider shall prepare a preliminary layout, consisting of a drawing made to scale of the subdivision showing or together with the following information:

	Applicant Check	Planning Board Check
(1) Tract boundary with bearings and distances, and tract area.	_____	_____
(2) Topographical data containing existing ways. USGS topographic mapping with 5 foot contours is acceptable. Additional topography may be requested at the discretion of the Planning Board.	_____	_____
(3) Location of all natural features such as wooded areas, marshes and rock outcrops.	_____	_____
(4) Proposed lot lines and dimensions for residential lots.	_____	_____
(5) Names and right of way widths of streets within 100 feet of the tract boundary.	_____	_____
(6) Location of existing utilities, septic systems and wells on and adjacent to the tract.	_____	_____
(7) Location, dimensions and purpose of any easements on and adjacent to the tract.	_____	_____
(8) Number to identify each lot. Address to be indicated.	_____	_____
(9) Purpose for which sites other than residential lots are dedicated or reserved and their location.	_____	_____
(10) Minimum setback lines on all lots and other sites.	_____	_____
(11) Names of owners of record of adjoining unplatted land.	_____	_____
(12) Title of subdivision, scale of layout map, North arrow and date.	_____	_____
(13) Site data summary, including number of residential lots, typical lot size.	_____	_____

(14) Proposed water supply and sanitary wastewater disposal method. If on site wastewater disposal is proposed, percolation rate and test pit information shall be provided.

(15) 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 pot ability in accordance with the New York State Health Department standards.

(16) A stormwater management report may be required as determined by the Planning Board.

(17) For site disturbance equal to or greater than one acre, a SWPPP prepared in acceptance with NYSDEC requirements will need to be submitted for review of completeness. The Town of Ballston will require that a Notice Of Intent (NOI) for construction activities be submitted to NYSDEC and a copy of the acknowledgement of permit coverage from the NYSDEC be submitted to the Town prior to the start of any construction activities for its files. All proposed erosion controls and water quality measures are to be shown on the subdivision plans.

(18) All regulated wetlands, classified streams and one hundred (100) year floodplain boundaries shall be included where appropriate.

(19) The final plat shall contain the signature and seal of a land surveyor, or a professional engineer and a land surveyor both registered in New York State, or a qualified land surveyor under Section 7208, paragraph (n) of the Education Law.

(20) Nature of any deed restrictions or protective covenants whereby the owner proposes to regulate land use in the subdivision and otherwise protect the proposed development;

(21) 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.

(22) At the determination of the Planning Board, any remaining lands which can be further subdivided and qualify as a major subdivision, a sketch plan for this tract may be required.
