

TOWN OF BALLSTON

OFFICE USE

APPLICATION FOR MINOR SUBDIVISION

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

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

Planning Board Meetings are held the last Wednesday of each month.
Applications must be submitted 21 calendar days prior to the scheduled meeting.

Before final Planning Board approval of the subdivision, a survey of the property by a New York State Licensed Land Surveyor will be required. Four copies of the survey (two paper copies and two mylars) must be submitted to the Town of Ballston Building Department to be signed by the Planning Board Chairman. The applicant then files one Mylar and one paper copy with the County. A Parks & Recreation Fee of \$1,000.00 for each newly created buildable lot will be collected prior to release of the Mylar to be filed with the County.

Signature

Name (Please Print or Type)

Address Telephone Number

~ 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.

Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals: _____	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list agency(s) name and permit/approvals: _____	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.
 Yes No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.
 Yes No

C. COULD ACTION RESULT IN **ANY** ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?
 Yes No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?
 Yes No If Yes, explain briefly:

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

- Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (If different from responsible officer)

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