



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 with 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

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:

- 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