



**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 Stephanie Alessandrini, P.E. Organization The Environmental Design Partnership, LLP Phone 518.383.8327  
 Email salessandrini@edpllp.com Address 900 Route 146 City Clifton Park State NY Zip 12065

**PROPERTY OWNER**

Name PTR Properties, LLC Organization PTR Properties, LLC Phone 518-857-1338  
 Address P.O. Box 562 City Ballston Spa State NY Zip 12020

**TYPE:**

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

LOCATION OF PROPOSED PROJECT: 1484 Route 50, 965 Route 67

TAX MAP NUMBER(S): 228.-1-53, 228.-1-18

ZONING DISTRICT: Mixed Use, North

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: Additional Site Entrance off of NYS Route 67 to access Mangino Buick, GMC property, 6,000 SF building addition, entrance sign, and associated stormwater management infrastructure

\$1,000 was submitted for escrow with original application in November, 2020. An additional \$1,000 is being submitted now to reach the required \$2,000 total. Application fee includes \$500 (Base Fee) + \$300 (\$0.05 \* 6,000 SF, building square footage) + \$500 (Special Use Permit)

APPLICATION FEE SUBMITTED: \$1,300 ENGINEERING FEE SUBMITTED: \$1000

Applicant/Agent Signature: *Patricia Mangino, VP* Date: 5-3-2022

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