



CITY OF SARATOGA SPRINGS
PLANNING BOARD

CITY HALL - 474 BROADWAY
SARATOGA SPRINGS, NEW YORK 12866-2296
TEL: 518-587-3550 X2533
www.saratoga-springs.org

APPLICATION FOR:
SPECIAL USE PERMIT

[FOR OFFICE USE]

(Application #)

(Date received)

(Project Title)

Check if PH Required ☐

Staff Review _____

Property
Address/Location: _____

Tax Parcel #: _____ Zoning District: _____
(for example: 165.52-4-37)

Proposed
Use: _____

Type of Special Use Permit: ☐ Permanent ☐ Temporary ☐ Modification

APPLICANT(S)*

OWNER(S) (If not applicant)

ATTORNEY/AGENT

Name _____

Address _____

Phone _____

Email _____

Identify primary contact person: ☐ Applicant ☐ Owner ☐ Agent

* An applicant must be the property owner, lessee, or one with an option to lease or purchase the property in question.

Has a previous application been filed with PB for this property? NO ____ YES ____

If YES, include Application TYPE _____ and DATE: _____

Please check the following to affirm information is included with submission.

☐ Sketch Plan Attached:

Applicant is encouraged to submit sketch plans showing features of the site and /or neighborhood and illustrate proposed use.

☐ Environmental Assessment Form:

All applications must include a completed SEQR Short or Long Form. SEQR Forms can be completed at <http://www.dec.ny.gov/permits/6191.html>.

☐ Water Service Connection Agreement- For all projects including new water connections to the City system, a copy of a signed water service connection fee agreement with the City Department of Public Works is required and **MUST** be submitted with this application.

REQUIRED ITEMS: *1 hard copy w/original signature(s), 1 digital copy of ALL materials (all maps, drawings, or image documents as separate files to maintain their original scale and image resolution).

Application Fee: Make checks payable to the "Commissioner of Finance".
REFER TO THE CURRENT FEE WORKSHEET INCLUDED IN THIS DOCUMENT.

Does any City officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? YES_____ NO _____. If YES, a statement disclosing the name, residence, nature and extent of this interest must be filed with this application.

I, the undersigned owner, leasee or purchaser under contract for the property, hereby request Special Use Permit approval by the Planning Board for the identified property above. I agree to meet all requirements under Article 13 of the Unified Development Ordinance of the City of Saratoga Springs.

Furthermore, I hereby authorize members of the Planning Board and designated City staff to enter the property associated with this application for purposes of conducting any necessary site inspections relating to this application.

Applicant Signature: _____ Date:_____

If applicant is not current owner, owner must also sign.

Owner Signature: _____ Date _____

Check City's website (www.saratoga-springs.org) for meeting dates.

City of Saratoga Springs
OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT FEES - 2026

Application to City Council		FEE
Comprehensive Plan Amendment		\$1,800 + \$300/acre
Zoning Ordinance Amendment		\$800 + \$300/acre
Planned Unit Development (PUD) Amendment		\$800 + \$300/acre

Application to Zoning Board of Appeals		FEE
Use Variance		\$1,400 + \$75/app
Area Variance - Residential (1 & 2 Family)		\$350/1st var + \$75/app + \$150/ea add variance
Area Variance - 3+ Family and Commercial		\$1,000/1st var + \$75/app + \$200/ea add variance
Interpretations		\$650 + \$75/app
Post Work Application Fee		Application Fee x2 + \$75/app
Variance Extensions		50% of Application Fee + \$75/app

Application to Design Review Board		FEE
Demolition		\$500
<u>Residential Structures – 1 or 2 Family Principal or Accessory Structure</u>		
Materials Change - roof, windows, siding		\$75
Façade Change - removal/addition of windows, doors, porch		\$150
Addition or new construction		\$300
Approval Extension		50% of Application Fee
<u>3+/Multi-Family, Comm, Mixed-Use Principal or Accessory Structure</u>		
Equipment Install or Materials Change - roof, windows, siding, paint color		\$150
Signs, awnings		\$150
Façade Change - removal/addition of windows, doors, porch		\$300
Addition or new construction		\$650
Approval Extension or Modification		50% of Application Fee
Post Work Application Fee		Application x2

Application to Planning Board		
Special Use Permit		\$1,200 + \$75/app
Temporary Use Permit		\$500
Special Use Permit - Extension		\$400
Special Use Permit - Modification		\$550 + \$75/app
Site Plan Review - incl. PUD		
Sketch Plan		\$400 per sketch
Site Plan Full		
Residential		\$400 + \$250/unit
Non-Residential / Mixed-use		\$800 + \$150/1,000 sf (Non-Res) + 250 unit (Res)
Administrative SPR		
Residential		\$400
Non-Residential / Mixed-use		\$800
Extension		
Residential		\$250
Non-Residential / Mixed-use		\$350
Subdivision - incl. PUD		
Sketch Plan		\$400 per sketch
Preliminary Approval		
Residential: 1-5 Lots		\$700 + \$75/app
Residential: 6-10 Lots		\$1,100 + \$75/app
Residential: 11-20 Lots		\$1,450 + \$75/app
Residential: 21+ Lots		\$1,800 + \$75/app
Residential - Extension		\$350
Final Approval		
Residential		\$1,550 + \$200/lot + \$75/app
Non-Residential		\$2,400/lot + \$75/app
Final Approval Modification		
Residential		\$400 + \$75/app
Non-Residential		\$800 + \$75/app
Final Approval Extension		
Residential		\$250
Non-Residential		\$350

*** Subdivisions and Site Plans are subject to Engineering Review- See DPW Fees**

Other

Lot Line Adjustment/Subdivision Administrative Action	\$400
Letter of Credit – Modification Extension	\$400
Letter of Credit - Collection	up to 1% of LoC
Recreation Fee	\$2,000/lot or unit
Land Disturbance Activity Permit	\$750 + \$35/acre
Watercourse/Wetland Permit	\$750
Watercourse/Wetland Permit Extension	\$350
SEQRA EIS Review (Draft & Final)	TBD
Sidewalk Fee Lieu	See DPW Fees
Tree Removal	Avg. nursery cost in caliper of new species equivalent to diameter at breast height (DBH of tree(s) Removed