



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 within 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. **Submission deadline is NOON on the submission date.** Meetings are held the last Wednesday of the month unless otherwise noted on the town calendar.

Please see page 2 for additional submission requirements



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Please submit the following:

- ☐ Two (2) copies of Present Deed.
- ☐ Application Fee (see Fee Schedule on Page 2)
- ☐ Engineering Review Fee Escrow, if applicable (see Fee Schedule on Page 2)
- ☐ SWPPP Review Fee Escrow, if applicable (see Fee Schedule on Page 2)
- ☐ Electronic copy in PDF format of all submission documents – **please note that a USB drive containing PDF copies of all submission documents must be included with your submission, even if you have emailed PDF documents and/or a link to PDF documents; each document must be a separate file**

Seven (7) packets with 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", three (3) 11x17" size)
- ☐ New York State DEC Jurisdictional Determination Letter
- ☐ 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:

- **The submission deadline is NOON on the submission date.**
 - All submission materials must be received by NOON for the submission to be accepted
 - Payment, if required, must be received by NOON for the submission to be accepted.
 - Submissions that are missing required documents, have too few copies of documents, or are not divided into packets will not be accepted
- **A USB drive containing PDF copies of all submission documents must be included with your submission**
 - This applies even if you have emailed PDF documents or a link to PDF documents.
 - Each document must be a separate file; do not scan all the documents into one file.
 - Submissions without a USB drive will not be accepted.
- If you are applying for multiple application types (for example, Site Plan Review and Special Use Permit), one set of 7 copies of the site/plot plan will suffice.
- If you are applying for multiple application types, the application fee for all types applies (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 with 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 at 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.