



**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

[FOR OFFICE USE]

(Application #)

(Date received)

(Project Title)

Staff Review _____

**APPLICATION FOR:
SITE PLAN REVIEW
(INCLUDING PUD)**

****Application Check List - All submissions must include completed application check list and all required items.****

Property
Address/Location: _____

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

Project Description:

Date special use permit granted (if any): _____ Date zoning variance granted (if any): _____

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

If YES, include Application TYPE _____ and DATE: _____

Is property located within (check all that apply)?: ☐ Historic District ☐ Architectural Review District

☐ 500' of a State Park, city boundary, or county/state highway

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.

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.

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

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 Site Plan Review 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: _____



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SITE PLAN REVIEW SUBMITTAL CHECKLIST

Listed below are the minimum submittal requirements for site plan review as set forth in The City of Saratoga Springs' Unified Development Ordinance Article 13.5. The Planning Board reserves the right to request additional information, as necessary, to support an application. The Board also reserves the right to reject the application if these minimum requirements are not met. Please complete the checklist below and provide with your submission.

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).

CHECK EACH ITEM	
☐	1. Completed Site Plan Application (1 hard copy w/original signature - and 1 digital) and Fee
☐	2. SEQR Environmental Assessment Form- short or long form as required by action.
☐	3. Set of plans (prepared by a NYS licensed Engineer, Landscape Architect, or Architect) including: (1) large scale plans (sheets must be 24" x 36", drawn to a scale of not more than 1"=50 feet), and (1) 11" x 17" copy. One digital version (PDF) of all submittal items printable to scale
☐	4. Basic or Full Storm Water Pollution Prevention Plan as required per Article 17.
☐	5. Copy of signed DPW water connection agreement for all projects involving new water connections to the City system
☐	6. Engineering Report for Water and Sanitary
☐	7. Project Cost Estimate for Letter of Credit (Utilize City Template)

REQUIRED ITEMS ON SITE PLAN, AS APPLICABLE:

☐	1. Property line survey prepared by a licensed land surveyor. Site plan must reference such survey with all corners set and marked on plan. Reference NGVD 1929 datum. A copy of the original property survey must also be included.
☐	2. North arrow and map scale
☐	3. Parcel tax map number
☐	4. Site location map (with title block and map key)
☐	5. Incorporate the City's standard engineering details

☐	6. Site vicinity map (all features within 300 feet of property)
☐	7. Identification of zoning district with corresponding dimensional standards
☐	8. Building setback lines shown on plans.
☐	9. Title block with project name; name and address of applicant; and name and address of property owner (if different)
☐	10. Project Name
☐	11. Name of all adjacent property owners within 300 feet (Include both sides of street)
☐	12. Parcel street address (existing and any proposed postal addresses)
Yes No N/A ☐ ☐ ☐	13. Identification of all existing or proposed easements, covenants or legal rights-of-way on this property
☐ ☐ ☐	14. References to all prior variances or special use permits
☐ ☐ ☐	15. Existing and proposed contours and spot grades (at 2 foot intervals) extending to property boundary
☐ ☐ ☐	16. Identification of all spoil, borrow, storage, or staging areas
☐ ☐ ☐	17. Identification of all watercourses, designated State wetlands, buffers, Federal wetlands, buffers floodplains, rock outcroppings, etc.
☐ ☐ ☐	18. Erosion and sediment control plan – including designated concrete truck washout area
☐ ☐ ☐	19. Identification of all existing or proposed sidewalks or pedestrian paths (show type, size and condition)
☐ ☐ ☐	20. Location, design specifications and construction material for all proposed site improvements (drains, culverts, retaining walls, berms, fences, etc.)
☐ ☐ ☐	21. Location and distance to fire hydrant
☐ ☐ ☐	22. Identify size, material, elevations and slopes of all existing and proposed utilities with 400' of site
☐ ☐ ☐	23. Parking lot layout plan and identification of all loading areas (number all spaces)
☐ ☐ ☐	24. Calculation of required spaces for vehicle and bicycle parking by proposed use(s)
☐ ☐ ☐	25. Identification of parking spaces and access points for physically impaired persons
☐ ☐ ☐	26. Location and screening plan for dumpster or recycling bins
☐ ☐ ☐	27. Location, design, type of construction and materials, proposed use and exterior dimensions of all buildings (existing and proposed) on site including finish floor elevations to nearest tenth foot.
☐ ☐ ☐	28. Identification of storage of any potentially hazardous materials
☐ ☐ ☐	29. Planting plan identifying quantity, species and size of all proposed new plant materials. Label existing plant material to be retained or removed. Identify any existing significant trees.
☐ ☐ ☐	30. Lighting plan showing type, location and intensity of all existing and proposed exterior lighting fixtures

Checklist prepared by: _____ Date: _____

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