



# CITY OF SARATOGA SPRINGS

## PLANNING BOARD

City Hall - 474 Broadway  
 Saratoga Springs, New York 12866-2296  
 Tel: 518-587-3550 fax: 518-580-9480  
<http://www.saratoga-springs.org>

[FOR OFFICE USE]

\_\_\_\_\_  
 (Application #)

\_\_\_\_\_  
 (Date received)

Rev.03/2018

### PRELIMINARY/ FINAL SUBDIVISION APPROVAL REQUIRED SUBMITTAL CHECKLIST

1. Project Name: \_\_\_\_\_

2. Checklist Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Listed below are the minimum submittal requirements as set forth in The City of Saratoga Springs' Subdivision Regulations. 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: \*2 hard copies and 1 digital copy of ALL materials are required.**

CHECK EACH ITEM	**HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED**
<input type="checkbox"/>	1. Completed Subdivision Application (2 hard copies - *1 w/original signature - and 1 digital) and Fee
<input type="checkbox"/>	2. SEQR Environmental Assessment Form- short or long form as required by action.
<input type="checkbox"/>	3. Set of plans including: (2) large scale plans (sheets <u>must be</u> 24" x 36", drawn to a scale of not more than 1"=50 feet). One digital version of <b>all</b> submittal items (pdf) shall be provided.
<input type="checkbox"/>	4. Basic or Full Storm Water Pollution Prevention Plan as required per City Code Chapter 242.
<input type="checkbox"/>	5. Copy of signed DPW water connection agreement for all projects involving new water connections to the City system
<input type="checkbox"/>	6. Engineering Report for Water and Sanitary
<input type="checkbox"/>	7. Complete Streets Checklist
<input type="checkbox"/>	8. Project Cost Estimate-Quantities of work items and estimate of costs

**REQUIRED ITEMS ON SUBDIVISION PLAT, AS APPLICABLE:**

<input type="checkbox"/>	1. Name of Subdivision
<input type="checkbox"/>	3. Property line survey prepared by a licensed land surveyor. Subdivision plat 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.
<input type="checkbox"/>	4. North arrow and map scale

<input type="checkbox"/>	5. Parcel tax map number
<input type="checkbox"/>	6. Site location map
<input type="checkbox"/>	7. Site vicinity map (all features within 300 feet of property)
<input type="checkbox"/>	8. Identification of current zoning with corresponding area requirements
<input type="checkbox"/>	9. Building setback lines, either listed or shown on plans
<input type="checkbox"/>	10. Title block with subdivision name; name and address of applicant; and name and address of property owner (if different)
<input type="checkbox"/>	11. Name, address and phone number of subdivision surveyor and/or engineer
<input type="checkbox"/>	12. Names of all adjacent property owners within 300 feet (include both sides of street)
<input type="checkbox"/>	13. Identification of size, elevations, material, and slopes of all existing and proposed utilities within 400 ft of site.
<input type="checkbox"/>	14. Parcel street address (existing and any proposed postal addresses)
Yes <input type="checkbox"/>	15. Identification of existing or proposed easements, covenants or legal rights-of-way on this property
No <input type="checkbox"/>	
N/A <input type="checkbox"/>	
<input type="checkbox"/>	16. References to all prior variances or special use permits
<input type="checkbox"/>	17. Existing and proposed contours and spot grades (at 2 foot intervals)
<input type="checkbox"/>	18. Identification of all watercourses, designated State wetlands, buffers, Federal wetlands, floodplains, rock outcroppings, etc.
<input type="checkbox"/>	19. Identification of all existing or proposed sidewalks or pedestrian paths (show type, size and condition of existing sidewalks)
<input type="checkbox"/>	20. Location, design specifications and construction material for all proposed site improvements (drains, culverts, retaining walls, berms, fences, etc.)
<input type="checkbox"/>	21. Location and distance to fire hydrant
<input type="checkbox"/>	22. Erosion and sediment control plan – including designated concrete truck washout area
<input type="checkbox"/>	23. Approximate location, dimensions and areas for proposed lots and proposed public recreational land
<input type="checkbox"/>	24. Proposal for utility systems and lateral connections
<input type="checkbox"/>	25. Location and width of proposed streets