



CITY OF SARATOGA SPRINGS

PLANNING BOARD

City Hall - 474 Broadway
 Saratoga Springs, New York 12866-2296
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<http://www.saratoga-springs.org>

[FOR OFFICE USE]

(Application #)

(Date received)

SUBDIVISION APPROVAL REQUIRED SUBMITTAL CHECK LIST FOR SKETCH PLAN APPROVAL

1. Project Name: _____

2. Checklist Prepared By: _____ Date: _____

Listed below are the minimum submittal requirements as set forth in the Planning Board's Subdivision Regulations for a Subdivision Sketch Plan application before the Saratoga Springs Planning Board. The 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 minimal requirements are not met.

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. Set of plans including: (2) large scale plans (sheets must be 24" x 36", drawn to a scale of not more than 1"=50 feet). One digital version of all submittal items (pdf) shall be provided.

REQUIRED ITEMS ON SUBDIVISION PLAT, AS APPLICABLE:

YES	NO	N/A	YOUR SKETCH PLAN SUBMITTAL SHOULD INCLUDE THE FOLLOWING ITEMS, AS APPLICABLE:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Name of subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Name, address and phone number of owner and purchaser under contract
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Name, address and phone number of subdivision surveyor and/or engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Identification of existing easements, covenants or legal rights-of-way on this property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Existing zoning and required area and bulk requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Parcel tax map number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Names of all adjacent property owners within 300 feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Identification of all property lines, watercourses, wooded areas and names of adjacent streets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Identification of size, elevations and slopes of all utilities within 400 feet of site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Approximate topography at 10 foot contours or less
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Location and width of proposed streets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Preliminary proposal for utility systems and lateral connections

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13. Approximate location, dimensions and areas for all proposed lots and any proposed public recreational land
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	14. North arrow and map scale
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15. Site location map (with Standard Title Block and Map Key)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16. Estimate of increase in water consumption