

****HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED****



**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:
SKETCH SUBDIVISION**

[FOR OFFICE USE]

(Application #)

(Date received)

(Project Title)
Staff Review _____

Property Address/Location: _____

Tax Parcel #: _____ Zoning District: _____

(for example: 165.52-4-37)

Total Acres: _____ Land to be Subdivided Into: _____ Lots

<u>APPLICANT(S)*</u>	<u>OWNER(S) (If not applicant)</u>	<u>ATTORNEY/AGENT</u>
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.

Does any City officer, 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 or purchaser under contract for the property, hereby request Subdivision consideration by the Planning Board for the identified property above. I agree to meet all requirements in Subdivision Approval (Article 14) 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: _____

**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.



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

SKETCH SUBDIVISION REQUIRED SUBMITTAL CHECKLIST

Checklist Prepared By: _____ Date: _____

Listed below are the minimum submittal requirements as set forth in the Planning Board's Subdivision Approval (Article 14) 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: *3 hard copies (1 w/original signature), 1 digital PDF copy of ALL materials and Fee.

CHECK EACH ITEM	
<input type="checkbox"/>	1. Completed Subdivision Application
<input type="checkbox"/>	2. Set of plans including: (3) large scale plans (sheets must be 24" x 36", drawn to a scale of not more than 1"=50 feet). One digital version(PDF) of all submittal items printable to scale

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. Identification of zoning district with corresponding dimensional standards
<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(including both sides of street)
<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, material, elevations and slopes of all utilities within 400 feet of site
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10. Existing contours at 10 foot intervals or less extending to property boundary
<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 title block and map key)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16. Estimate of increase in water consumption

City of Saratoga Springs

OFFICE OF PLANNING AND ECONOMIC DEVELOPMENT FEES - 2023

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	
Use Variance	\$1,400 + \$50/app
Area Variance - Residential	\$350/1st var + \$50/app + \$150/ea add variance
Area Variance - Non-residential	\$1000/1st var + \$50/app+ \$200/ ea add variance
Interpretations	\$650 + \$50/app
Post Work Application Fee	Application Fee x 2 + \$50/app
Variance extensions	50% of Application fee + \$50/app
Application to Design Review Commission	
Demolition	\$500
Residential Structures	
Principal	\$70
Accessory	\$70
Extension	\$35
Modification	\$55
Multi-Family, Comm, Mixed-Use Structures	
Sketch	\$200
Principal	\$650
Extension	\$250
Modification	\$400
Multi-Family, Comm, Mixed-Use Accessory, Signs, Awnings	
Principal	\$150
Extension	\$100
Modification	\$150
Post Work Application Fee	Application Fee x 2
Application to Planning Board	
Special Use Permit	\$1200 + \$50/app
Temporary Use Permit	\$500
Special Use Permit - extension	\$400
Special Use Permit - modification	\$550 + \$50/app
Site Plan Review - incl. PUD:	
Sketch Plan	\$400 per sketch
Site Plan Full	
Residential	\$400 + \$250/unit
Non-residential	\$800 + \$150/1000 sf
Administrative SPR	
Residential	\$400
Non-residential	\$800
Extension	
Residential	\$250
Non-residential	\$350
Subdivision - incl. PUD:	
Sketch Plan	\$400 per sketch
Preliminary Approval	
Residential: 1-5 lots	\$700 + \$50/app
Residential: 6-10 lots	\$1100 + \$50/app
Residential: 11-20 lots	\$1450 + \$50/app
Residential: 21+ lots	\$1800 + \$50/app
Residential - extension	\$350
Final Approval	
Residential	\$1,550 + \$200/lot + \$50/app
Non- Residential	\$2,400/lot + \$50/app
Final Approval Modification	
Residential	\$400 + \$50/app
Non- Residential	\$800 + \$50/app
Final Approval Extension	
Residential	\$250
Non- Residential	\$350
Other:	
Lot Line Adjustment/Subdivision Administrative Action	\$400
Letter of Credit - modification or extension	\$400
Letter of Credit - collection	up to 1% of LoC
Recreation Fee	\$2000/lot or unit
Land Disturbance	\$750 + \$35/acre
Watercourse/Wetland Permit	\$750
SEQRA EIS Review (Draft & Final)	TBD