



**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

<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.

REQUIRED ITEMS: *4 hard copies (1 w/original signature), 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: *4 hard copies (1 w/original signature), 1 digital copy of ALL materials

CHECK EACH ITEM	
<input type="checkbox"/>	1. Completed Site Plan Application (4 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 (prepared by a NYS licensed Engineer, Landscape Architect, or Architect) including: (3) 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
<input type="checkbox"/>	4. Basic or Full Storm Water Pollution Prevention Plan as required per Article 17.
<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 for Letter of Credit (Utilize City Template)

REQUIRED ITEMS ON SITE PLAN, AS APPLICABLE:

<input type="checkbox"/>	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.
<input type="checkbox"/>	2. North arrow and map scale
<input type="checkbox"/>	3. Parcel tax map number
<input type="checkbox"/>	4. Site location map (with title block and map key)
<input type="checkbox"/>	5. Incorporate the City's standard engineering details

<input type="checkbox"/>	6. Site vicinity map (all features within 300 feet of property)
<input type="checkbox"/>	7. Identification of zoning district with corresponding dimensional standards
<input type="checkbox"/>	8. Building setback lines shown on plans.
<input type="checkbox"/>	9. Title block with project name; name and address of applicant; and name and address of property owner (if different)
<input type="checkbox"/>	10. Project Name
<input type="checkbox"/>	11. Name of all adjacent property owners within 300 feet (Include both sides of street)
<input type="checkbox"/>	12. Parcel street address (existing and any proposed postal addresses)
Yes <input type="checkbox"/>	13. Identification of all 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"/>	14. References to all prior variances or special use permits
<input type="checkbox"/>	15. Existing and proposed contours and spot grades (at 2 foot intervals) extending to property boundary
<input type="checkbox"/>	16. Identification of all spoil, borrow, storage, or staging areas
<input type="checkbox"/>	17. Identification of all watercourses, designated State wetlands, buffers, Federal wetlands, buffers floodplains, rock outcroppings, etc.
<input type="checkbox"/>	18. Erosion and sediment control plan – including designated concrete truck washout area
<input type="checkbox"/>	19. Identification of all existing or proposed sidewalks or pedestrian paths (show type, size and condition)
<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. Identify size, material, elevations and slopes of all existing and proposed utilities with 400' of site
<input type="checkbox"/>	23. Parking lot layout plan and identification of all loading areas (number all spaces)
<input type="checkbox"/>	24. Calculation of required spaces for vehicle and bicycle parking by proposed use(s)
<input type="checkbox"/>	25. Identification of parking spaces and access points for physically impaired persons
<input type="checkbox"/>	26. Location and screening plan for dumpster or recycling bins
<input type="checkbox"/>	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.
<input type="checkbox"/>	28. Identification of storage of any potentially hazardous materials
<input type="checkbox"/>	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.
<input type="checkbox"/>	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 - 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