

TOWN OF STILLWATER



ESTABLISHED 1788 – SITE OF THE TURNING POINT OF THE AMERICAN REVOLUTION

BOX 700, STILLWATER, NY 12170 (518) 664-6148, FAX (518) 664-9537
BUILDING, PLANNING & DEVELOPMENT DEPARTMENT

APPLICATION FOR SUBDIVISION REVIEW (MAJOR, 5 LOTS OR MORE)

Applicant: _____
Address of Site: _____

For Official Use Only
Date Application Received Application No. _____

Instructions:

The following application must be completed by the Applicant and filed with the Code Enforcement Officer. To be considered at the next Planning Board meeting, the application must be submitted and deemed complete 21 days in advance of the meeting in order to be placed on an agenda. The Planning Board meets based upon a posted schedule, refer to the Town's web-site.

Include the following in your application package:

Please submit one (1) original and eleven (11) copies of the following application package Failure to do so will result in an incomplete application and delays in the Town's processing of the application.

- This application form.**
- Application Fee.** Each application should be accompanied by a fee as determined on the fee schedule adopted annually by the Town Board. For major subdivisions, the fee is \$150 per lot.
- Subdivision Plat** in accordance with the *Subdivision Plan Checklist* (see Part II below)
- Short or Full Environmental Assessment Form** pursuant to the N.Y.S. State Environmental Quality Review Act (SEQRA). Whether a short or long form is required is dependent upon whether the application is classified as "Type 1" or "Unlisted". These forms are available from the Code Enforcement Officer and they are on the Town's web-site.
- Agricultural Data Statement and Control Form** if the property is located on a farm or within 500 feet of a farm in an agricultural district. These forms are available from the Code Enforcement Officer and they are on the Town's web-site.

The following additional items may be necessary following your initial submission:

- Public Notice Mailing Fee.** The need for a public hearing is determined by the Planning Board. The cost is based on the number of parcels within 500-feet of project site parcel boundaries. This fee must be paid to the Town prior to the scheduled public hearing and is not part of any applicant funded escrow accounts.
- Recreation Fee.** Pursuant to Section 6.3.4 of Town Subdivision Regulations. Also see the Town's posted fee schedule.
- Engineering / Legal escrow fees.**
- Additional copies of initial submission listed above for SEQR Coordination:** if the Planning Board deems the application as a Type I or Unlisted Action under SEQRA, the applicant must provide the required number of additional copies for submission of appropriate information to interested and involved agencies. Failure to do so

in a timely manner may delay processing of the application. The Town may provide additional copies on the applicant's behalf; however the Town does so assuming no responsibility for completeness of this information. Furthermore, the Town will hold the applicant responsible for any associated costs for making additional copies.

Part I - General Information:

ADDRESS OF SITE _____
Number Street Name of Subdivision (if applicable)

TAX ID _____ EXISTING ZONING DIST RR•LDR•RM•RRD•B1•B2•BP•I•PDD•MU•R67
Section Block Lot Circle Applicable District(s)

CURRENT USE _____ PROPOSED USE _____

TOTAL ACREAGE OF PROJECT/PARCEL _____ TOTAL NO. OF LOTS _____

PHASED DEVELOPMENT YES / NO IF YES, HOW MANY PHASES _____
Circle One

METHOD OF SEWAGE DISPOSAL: ON-SITE SEPTIC / MUNICIPAL / PRIVATE SEWER CORP / NA
Circle One

FOR PUBLIC OR PRIVATE SEWERS, NAME OF SERVICE PROVIDER _____

METHOD OF POTABLE WATER: ON-SITE WELL / MUNICIPAL / PRIVATE WATER CORP / NA
Circle One

FOR PUBLIC OR PRIVATE SEWERS, NAME OF SERVICE PROVIDER _____

PROPOSED PROJECT

APPLICANT INFORMATION:

Address _____
Number Street City State Zip Code

Phone # _____ Fax # _____ Email _____

AGENT FOR THE APPLICANT INFORMATION (IF NOT APPLICABLE):

Address _____
Number Street City State Zip Code

Phone # _____ Fax # _____ Email _____

PROPERTY OWNER INFORMATION (IF NOT APPLICANT):

Address _____
Number Street City State Zip Code

Phone # _____ Fax # _____ Email _____

DESIGN PROFESSIONAL INFORMATION:

Check One: Engineer Surveyor Architect Landscape Architect

Address _____
Number Street City State Zip Code

Phone # _____ Fax # _____ Email _____

Part II – Subdivision Check List:

Instructions:

Please prepare a subdivision plat consistent with Town Zoning with the plat depicting all items specified in Section 5.3 of Town Subdivision Regulations as well as items outlined in the Town Subdivision Design Standards. Copies of these standards are available for purchase from the Town Clerk.

The minimum information to be provided on a subdivision plat are as follows:

1. Percolation tests and test pit (locations, test results and date of completion) for each new lot without an existing home at the location of a proposed septic system (if not connecting to public sewers)
2. Proposed potable well location (if not connecting to the municipal water system).
3. Proposed home and driveway locations (driveway only shown if anticipated to be greater than 500-feet).
4. Delineation of the total area of disturbance anticipated for each lot proposed.
5. Standard Notes as follows:

i. This property may border a farm, as defined in the Town of Stillwater Local Law #1 of the year 1997. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, odor, smoke, noise and vibration.

ii. Developed area contains [insert parcel area] ± acres and lies within the Town of Stillwater [insert zoning district] zoning district.

Min lot size: _____ sf

Min lot width @ bldg line: _____ ft

Setbacks:

Front: _____ ft

Side: _____ ft

Rear: _____ ft

iii. Parcel is identified as tax parcel [insert tax ID number], Town of Stillwater, Saratoga County, New York.

iv. The subdivision is divided into [insert number of lots] building lots.

v. The average lot size is [insert size] sq. ft.

vi. The subdivision lies in the *Arvin Hart* fire district.

vii. The subdivision lies in the *Stillwater* school district.

viii. No embankment slope shall exceed 3 horizontal to 1 vertical.

ix. No slope from boundary of adjacent property shall exceed 3 horizontal to 1 vertical.

x. The total land disturbance with the project is [insert area] - acres

xi. No sump pump, cellar or footing drains shall be connected to any sanitary sewer and must discharge to an approved drainage system.

xii. Location of all existing utilities to be verified at time of construction.

xiii. The applicant shall be responsible for keeping existing public highways and adjacent lands free of debris, soil, and other matter which may accumulate due to construction related to the site.

xiv. All lots sales shall be contingent upon a contract addendum for the location of water, flow capacity and potability in accordance with NYSDOH standards. (Applicable only for individual wells)

xv. Should the proposed lot(s) be located beyond the current service area of a Town Water District, the lot shall be connected to the public water system within two (2) years of availability at the property line.

xvi. Prior to issuance of a building permit, the design of the on-site septic system must be submitted to the Town. All fill systems shall require a six (6) to nine (9) month settling period through at least one frost cycle before installation. The design of fill systems shall be completed under the direct supervision of an architect, engineer or land surveyor licensed in the State of New York in accordance with Article 145, Sections 7200-7209 of the Education Law. On-site septic systems shall be design in accordance with Appendix 75-A, Wastewater Treatment Standards – Individual Household Systems. (Applicable only for on-site septic systems)

Additional notes may be added based upon a specific application review by the Town.

The Board may, at its discretion, waive any of the requirements outlined in Subdivision Regulations or the Design Standards or require the submission of additional information not specified within these regulations or standards. If the applicant desires to have certain application requirements waived, this shall be so noted with the application.

Part III - Signatures

SIGNATURE OF OWNER:

To the best of my knowledge the information provided in this application and on the attached plans and accompanying documentation is true and accurate.

I, the undersigned, have thoroughly read and understand the application and the list of items to be shown on the plans and documents for review and I consent to all the requirements as set forth in the application.

APPLICANT'S SIGNATURE*

PRINT OR TYPE NAME OF SIGNED

* Applicant must either be the owner of the property to be developed or used, or be a party with a purchase agreement for the property. A copy of the purchase agreement must be attached.

AUTHORIZATION TO ACT AS AGENT FOR:

In the event that the owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, _____, owner of the premises located at _____
Number Street

TAX ID _____, hereby designate, _____
Section Block Lot

as my agent regarding this application for review.