



Village of Ballston Spa

Planning Board

66 FRONT STREET

Ballston Spa, NY 12020
518-885-5711

[For Office Use]

(Application #)

(Date Received)

Application for:
SITE PLAN REVIEW

★★ Application Checklist – All submissions **must** include completed application checklist and all required items. ★★

Project Name: _____

Property Address/Location: _____

Tax Parcel # _____ Zoning District _____
(For example: 165.52-4-37)

Narrative Summary of Project (use attachment):

Date special use permit granted (if any): _____

Date zoning variance granted (if any): _____

Is property located within (check all that apply): ☐ Historic District
☐ 500' of a Village boundary, or County/State Highway

Applicant(s)**

Owner(s) [if not applicant]

Attorney/Agent

Name _____

Address _____

Phone _____

Email _____

Identify primary contact person (check one): ☐ Applicant ☐ Owner ☐ Agent

★★ An applicant must be the property owner, lessee, or one with an option to lease or purchase the property in question.

Application Fee: A check payable to "Village of Ballston Spa" **MUST** accompany this application.

Fees noted on Village website at www.villageofballstonspa.org - *Rates and Forms Municipal*

NOTE: In accordance with the Village Code – *Chapter 178, Article III, Section 178-8*, the Village may elect to use expert consultation in reviewing this application. In such an event, an estimate of those initial fees will be provided before the review proceeds and the applicant must post those funds in escrow with the Village Clerk. If the estimated fees are expended before the review is complete, the escrow must be replenished before review can continue.

Submission Deadline: All required documents must be provided *2 weeks in advance* of the meeting.
See Village website for meeting dates. www.villageofballstonspa.org

Does any Village 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, lessee, or purchaser under contract for the property, hereby request a Site Plan Review by the Village of Ballston Spa Planning Board for the identified property above. I agree to meet all the requirements under Village zoning codes.

Furthermore, I hereby authorize members of the Village of Ballston Spa Planning Board and designated Village 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 below.

Owner Signature: _____ Date: _____