

**Project Narrative**  
**Subdivision / Site Plan for West High Street / Ballston Ave**

August 4, 2022

Applicants Richard and Kathleen Fox of 1385 West High Street are seeking subdivision approval of their parcel located at West High Street and Ballston Ave, identified as Tax Parcel ID 216.39-2-1.1. The .49-acre parcel is proposed to be subdivided to create two lots to support the future construction of two single-family residences.

Proposed Lot #1 is 11,565 square feet in area with a combined frontage of 195.13' on Ballston Avenue and West High Street. Proposed Lot #2 is 10,153 square feet in area with proposed 80' of frontage on West High Street. Access for both lots is proposed through a shared driveway off of Ballston Ave. The lots will be served by Village water and sewer.



Ms. Sophia Marruso, AICP, CPESC  
Plan and Site Consulting LLC  
221 Round Lake Road  
Ballston Lake, NY 12019

July 19, 2022

RE: Fox Subdivision Application – West High Street & Ballston Ave

Dear Chairman O'Connor,

Please see included within the subdivision submission package the following items:

- Planning Board Subdivision application
- Short Environmental Assessment Form
- Owner Authorization Form
- Proposed Subdivision Plan
- Check for Subdivision Application fee (\$350)

As you are aware, members of the Historic Commission assembled on Tuesday, July 12<sup>th</sup>, to discuss the subdivision application and to provide guidance and feedback regarding the application and the potential construction of two new residences. We are grateful for the coordination and accordingly, are now submitting formal application for subdivision to the Village of Ballston Spa Planning Board for final consideration.

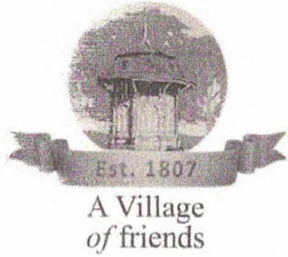
Of course, if you have questions or need additional information, please call me at 518-269-7428 or email me at [sophia@planandsiteconsulting.com](mailto:sophia@planandsiteconsulting.com)- I'll be more than happy to discuss.

Sincerely,

A handwritten signature in cursive script that reads "Sophia Marruso".

Sophia Marruso, AICP, CPESC  
Owner, Plan and Site Consulting, LLC





# Village of Ballston Spa

Planning Board

66 Front Street

Ballston Spa, N.Y. 12020

518-885-5711

[FOR OFFICE USE]
_____
(Application #)
_____
(Date received)

APPLICATION FOR:  
**SUBDIVISION APPROVAL**

(1/1/2020)

\*\*\*Application Check List - All submissions must include completed application check list and all required items.

Project Name: Fox Subdivision

Property Address/Location: West High Street & Ballston Ave

Tax Parcel #: 216.39-2-1.1 Zoning District: R-1, Residential within Historic Overlay District  
(for example: 165.52-4-37)

Total Acres: .49+ (21,718 SF) Land to be Subdivided Into: 2 Lots

	<u>APPLICANT(S)*</u>	<u>OWNER(S) (If not applicant)</u>	<u>ATTORNEY/AGENT</u>
Name	<u>Richard &amp; Kathleen Fox</u>		<u>Sophia Marruso, Plan &amp; Site Consulting LLC</u>
Address	<u>1385 West High Street Ballston Spa, NY 12010</u>		<u>221 Round Lake Road Ballston Lake NY 12019</u>
Phone	<u>518-857-2244</u>		<u>518-269-7428</u>
Email	<u>rwfox222@gmail.com</u>		<u>sophia@planandsiteconsulting.com</u>

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.

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

Fees noted on Village website [www.villageofballstonspa.org](http://www.villageofballstonspa.org)

Note: In accordance with the Village Code Chapter 178, Article IX, Section 178-24, if no new lots are created and other stated conditions are met, the applicant may request a waiver from the subdivision process in favor of an administrative review with the Planning Board Chair and Building Inspector. Applicant must complete this form and the required notifications outlined in Section 178-24B. Check the box next to this note to indicate your request for a consideration of a waiver.

Submission Deadline – See Village website ([www.villageofballstonspa.org](http://www.villageofballstonspa.org)) for meeting dates.

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 X . 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 under the Subdivision Regulations for the Village of Ballston Spa.

Furthermore, I hereby authorize members of the 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: *Sumner W Fox Kathleen Fox* Date: 5/16/22

If applicant is not current owner, owner must also sign.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Fox Subdivision			
Project Location (describe, and attach a location map): West High Street & Ballston Avenue Ballston Spa, NY 12020			
Brief Description of Proposed Action:  The applicant is proposing to subdivide the existing parcel (Tax ID: 216.39-2-1.1) into two lots. Proposed Lot #1 is 11,565 square feet in area, with a combined frontage of 195.13' feet on Ballston Avenue and West High Street. Proposed Lot #2 is 10,153 square feet in area, with proposed 80' of frontage on West High Street. Access for both lots is proposed through a shared driveway off of Ballston Avenue. The lots will be serviced by Village water and sewer. The applicant intends to construct a new single-family residence on each new lot.			
Name of Applicant or Sponsor:  Richard and Kathleen Fox		Telephone: 518-857-2244  E-Mail: rwfox222@gmail.com	
Address:  1385 West High Street			
City/PO: Ballston Spa		State: NY	Zip Code: 12020
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO	YES
		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: Saratoga County Planning Board - 239 Review		NO	YES
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ .49 acres b. Total acreage to be physically disturbed? _____ .49 acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ .49 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:  <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?  b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	





OWNER AUTHORIZATION FORM

PARCEL ID: 216.39-2-1.1

STREET ADDRESS: West High Street & Ballston Ave, Village of Ballston Spa, NY 12020

PROPERTY OWNERS: Richard and Kathleen Fox

The undersigned, registered property owners of the above noted property, do hereby authorize

Sophia Marruso, of Plan and Site Consulting, LLC

to act on my behalf and take all actions necessary for the processing, issuance and acceptance of this subdivision application before the Village of Ballston Spa Planning Board.

Property Owner's Address (if different than property above):

1385 West High Street Ballston Spa, NY 12010

Telephone: (518) 857-2244

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

Richard W. Fox Kathleen Fox

Authorized Signatures

Date: 5/16/22



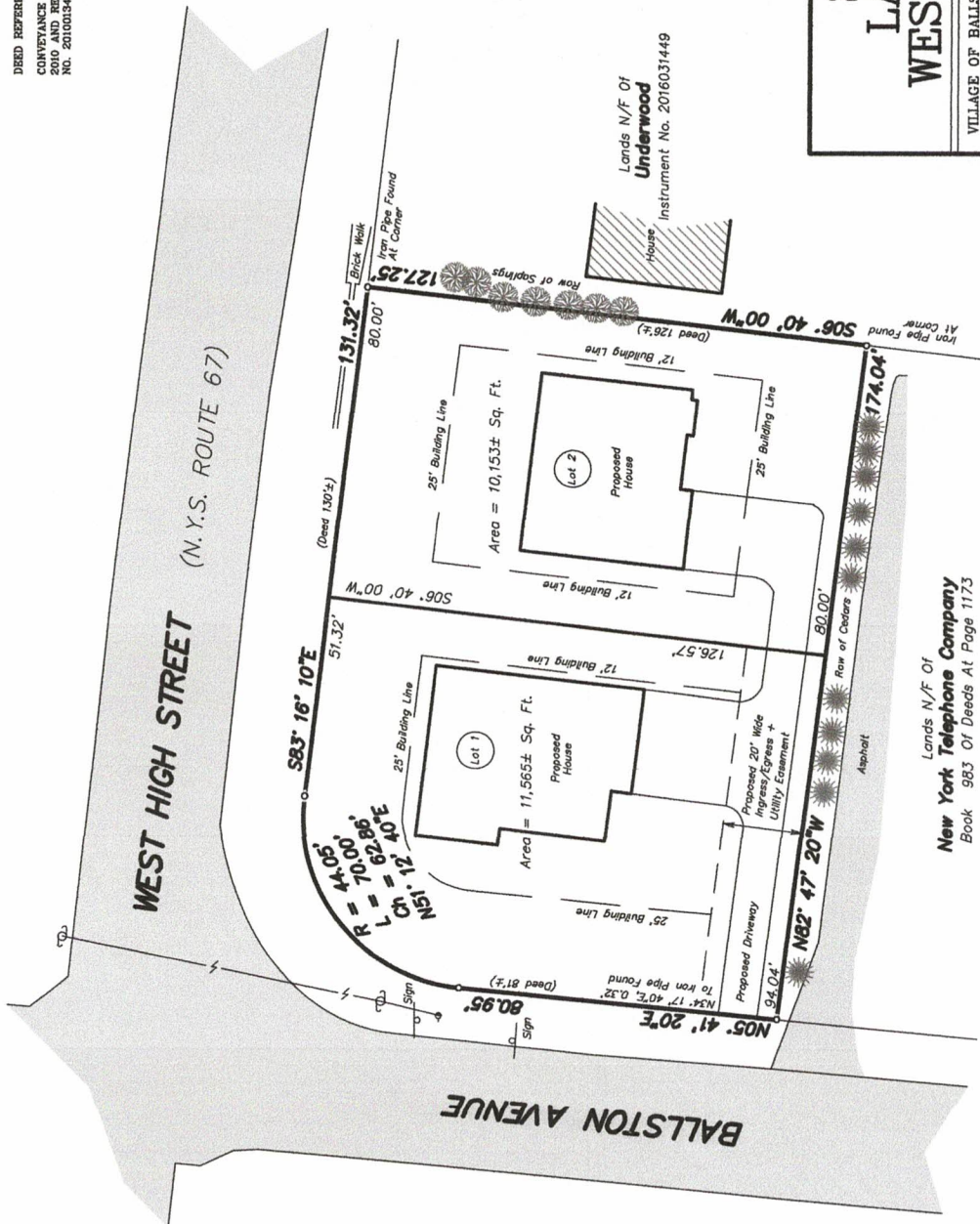
**DEED REFERENCE:**

CONVEYANCE TO RICHARD W. FOX AND KATHLEEN A. FOX BY DEED DATED APRIL 1, 2010 AND RECORDED IN THE SARATOGA COUNTY CLERK'S OFFICE AS INSTRUMENT NO. 20100347.

**NOTES:**

1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF AN UP TO DATE ABSTRACT OF TITLE AND/OR TITLE REPORT AND MAY BE SUBJECT TO WHATEVER STATEMENT OF FACTS THEY MAY REVEAL.
2. NO ATTEMPT WAS MADE TO SHOW UNDERGROUND IMPROVEMENTS IN THE PREPARATION OF THIS SURVEY.
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**Total Area = 21,716± Sq. Ft.**



**SUBDIVISION  
LANDS OF FOX  
WEST HIGH STREET**

VILLAGE OF BALLSTON SPA SARATOGA COUNTY, NEW YORK  
SCALE: 1" = 30'  
DATE: APRIL 5, 2022  
TELEPHONE NO.: (518) 383-0634 MAP NO.: 22 - 11 - 80

**Gilbert VanGuilder  
Land Surveyor, PLLC**  
Professional Land Surveyors  
988 Route 146, Clifton Park, New York 12065  
gvgiandsurveyors.com

TODD WESTERVELD, P.L.S. No. 50,319

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*Village of Ballston Spa*  
PLANNING BOARD

66 Front Street  
*Ballston Spa, NY 12020*  
(518)885-5711

(11/2020)

SITE PLAN REVIEW SUBMITTAL CHECKLIST

Project Name: Fox Subdivision and Site Plan

Listed below are the minimum submittal requirements for site plan review as set forth in Village of Ballston Spa code. 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: \*10 hard copies and 1 digital (USB flash drive) copy of ALL materials are required.

CHECK EACH ITEM

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

- 1. Completed Site Plan Application and Fee
- 2. SEQR Environmental Assessment For-short or long form as required by action.
- 3. Set of plans including: (5) large scale plans and 5 smaller versions. One digital version of all submittal items (pdf) shall be provided.
- 4. Project narrative.

**REQUIRED ITEMS ON SITE PLAN, AS APPLICABLE:**

- 1. Property line survey prepared by a licensed land surveyor. Site plan must reference such survey with all corners set and marked on plan. A copy of the original property survey must also be included.
- 2. North arrow and map scale
- 3. Parcel tax map number

- 4. Site location map
- 5. Site vicinity map (all features within 300 feet of property)
- 6. Identification of zoning district with corresponding area requirements
- 7. Building setback lines, either listed or shown on plans
- 8. Title block with project name; name and address of applicant; and name and address of property owner (if different)
- 9. Topography data provided on site plan
- 10. Name of all adjacent property owners
- 11. Parcel street address (existing and any proposed postal addresses)

12. Identification of all existing or proposed easements, covenants, or legal rights-of-way on this property

Yes  No  N/A

13. Identification of size, elevations, materials, and slopes of all existing and proposed utilities adjacent to project

Yes  No  N/A

14. Existing and proposed contours and spot grades (at 2-foot intervals)

Yes  No  N/A

15. Identification of all watercourses, designated State wetlands, buffers, Federal wetlands, floodplains, rock outcroppings, etc.

Yes  No  N/A

16. Location of proposed snow storage

Yes  No  N/A

17. Identification of all existing or proposed sidewalks or pedestrian path (show type, size and condition of existing sidewalks)

Yes  No  N/A



18. Location, design specifications and construction material for all proposed site improvements (drains, culverts, retaining walls, berms, fences, etc)

Yes  No  N/A

19. Location, size, and material of all existing and proposed utility services

Yes  No  N/A

20. Parking lot layout plan and identification of all loading areas (number all spaces)

Yes  No  N/A

21. Parking demand calculations

Yes  No  N/A

22. Identification of parking spaces and access points for physically impaired persons

Yes  No  N/A

23. Location and screening plan for dumpster or recycling bins

Yes  No  N/A

24. Location, design, type of construction and materials, proposed use and exterior dimensions of all buildings (existing and proposed) on site

Yes  No  N/A

25. Identification of storage of any potentially hazardous materials

Yes  No  N/A

26. Planting plan identifying quantity, species, and size of all proposed new plant materials. Label existing plant material to be retained or removed.

Yes  No  N/A

27. Lighting plan showing type, location, and intensity of all existing and proposed exterior lighting fixtures

Yes  No  N/A

28. Erosion and sediment control plan-including designated concrete truck washout area.

Yes  No  N/A

Checklist prepared by: Sophia Marruso, Plan and Site Consulting Date: 8/4/22



# 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: Fox Subdivision and Site Plan

Property Address/Location: West High Street & Ballston Ave

Tax Parcel # 216.39-2-1.1 Zoning District R-1 Residential within Historic Overlay District  
(For example: 165.52-4-37)

Narrative Summary of Project (use attachment):

Date special use permit granted (if any): N/A

Date zoning variance granted (if any): N/A

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

	<u>Applicant(s)**</u>	<u>Owner(s) [if not applicant]</u>	<u>Attorney/Agent</u>
Name	<u>Richard and Kathleen Fox</u>	<u></u>	<u>Sophia Marruso, Plan and Site Consulting LLC</u>
Address	<u>1385 West High Street</u> <u>Ballston Spa, NY 12020</u>	<u></u>	<u>221 Round Lake Road</u> <u>Ballston Lake, NY 12019</u>
Phone	<u>518-857-2244</u>	<u></u>	<u>518-269-7428</u>
Email	<u><del>nyfox222@gmail.com</del> rfox8@nycap.fr.com</u>	<u></u>	<u>sophia@planandsiteconsulting.com</u>

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.

