

PARTNERS
LUIGI A. PALLESCHI, P.E.
ROBERT D. DAVIS, JR., P.L.S.
JOSEPH J. BIANCHINE, P.E. (Retired)



**ENGINEERS
&
SURVEYORS**
411 Union Street Schenectady, N.Y. 12305
518-377-0315 Fax 518-377-0379
www.abdeng.com



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June 2, 2025

**Re: 2-Lot Subdivision & Site Plan
Lands N/F Rose M. Rossi
Fairground Road
Village of Ballston Spa
Project # 5865A**

Rory O'Connor
Chairperson, Village of Ballston Spa Planning Board
Village Hall – Building Department
66 Front Street
Ballston Spa, NY 12020

Dear Rory:

Enclosed for the 2-lot Subdivision of Lands N/F Rose Marie Rossi, located on Fairground Road in the Village, are the following:

1. Ten (10) copies of the Subdivision Application Form
2. Ten (10) copies of the Site Plan Application Form
3. Ten (10) copies of the Site Plan Checklist
4. Ten (10) copies of the Project Narrative
5. Ten (10) copies of Short EAF
6. Five (5) copies of the Sketch Plan (full size)
7. Five (5) copies of the Sketch Plan (11"x17")
8. A check in the amount of \$350.00 (\$250 base fee + \$50 per lot) for subdivision review fees. (to be provided by the applicant)
9. A check in the amount of \$100.00 for the initial Site Plan Review fee (conceptual submission stage) (to be provided by the applicant).

A USB drive with PDF copies of all submission documents is also attached. We would greatly appreciate you placing this matter on the September 10, 2025, Planning Commission Agenda. Should you have any questions or need anything further, please do not hesitate to contact me.

Very truly yours,
ABD ENGINEERS & SURVEYORS, LLP

Luigi A. Palleschi, P.E.
Partner

LAP:jeh
encl.
cc: Mark Katz w/encl. (via email)
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