

Village of Ballston Spa
PLANNING BOARD

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

(3/2023)

SITE PLAN REVIEW SUBMITTAL CHECKLIST

Project Name: Site Plan Amendment & Subdivision 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:

- ☒ 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. (If you feel a property line survey is not necessary for your site plan, please submit that information in writing.)
- ☒ 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

 X Yes No N/A

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

 X Yes No N/A

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

 X Yes No N/A

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

 X Yes No N/A

16. Location of proposed snow storage

 X Yes No N/A

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

 X 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: ABD Engineers & Surveyors, LLP. Date: 8.20.25



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: Site Plan Amendment & Subdivision Plan

Property Address/Location: Fairground Ave.

Tax Parcel # 216.31-1-1.1 Zoning District R-2S
 (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>Mark Katz, Katz Excavating & Construction, LLC.</u>	<u>Rose Marie Rossi</u>	<u>ABD Engineers & Surveyors, LLP</u>
Address	<u>243 Sweetman Road, Road Ballston Spa.</u>	<u>1 Counstruction Ct. Ballston Spa</u>	<u>411 Union Street, Schenectady NY, 12035</u>
Phone	<u>518-365-3700</u>		<u>518-377-0315</u>
Email	<u>ckatz@ny.rr.com</u>		<u>john@abdeng.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.**

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

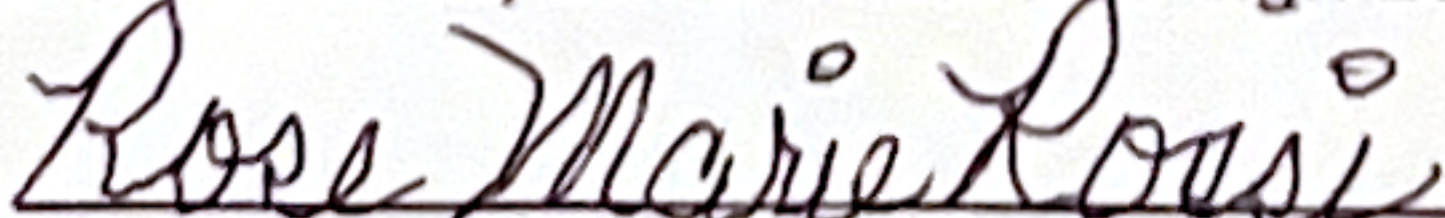
If yes, a statement disclosing the name, residence, nature, and extent of this interest must be filed with this application.

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: 8/19/25

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

Owner Signature:  Date: 8-19-25