



Town of Malta
Building & Planning Department
2540 Route 9
Malta, NY 12020
(518) 899-2685

Minor Subdivision

Project #: _____

Business/Project Name: _____

Address/Location: _____

Applicant:

Name: _____ Address: _____

Telephone #: _____ Fax #: _____ Email: _____

**** Owner Authorization must be provided if you do not own the property.**

Property Owner (if different):

Name: _____ Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Business Representative: _____ Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Site:

Parcel identification # (SBL#) of lots included: _____ Zone: _____

Size of existing lot: _____ acres Existing Frontage _____ feet

Area of State Wetlands _____ acres Area of Federal Wetlands _____ acres

Soil Classification _____ Area of Critical Slopes (> 15%) _____ acres

Area of Flood Plain _____ acres Name of stream/water body _____

Stream Classification _____ Stream Length _____ feet

Date property was acquired by the applicant: _____

Name(s) of Previous Owner(s): _____

Has applicant subdivided any portion of the above-described property prior to the date of this application? Yes No

If yes, indicate number of parcels _____ Conveyed to: _____ Date: _____

Describe any easements or other restrictions on this property: _____

Proposal:

Proposed Use: Residential Single Family Residential Multi-Family Commercial

Number of lots proposed: _____ Average Size of proposed lots: _____ acres

Minimum size of proposed lots _____ acres Minimum Road Frontage Proposed _____ feet

Will new streets be constructed? Yes No Approximate Length of Newly created street _____ miles

Applicant/Business Representative: Signature: _____ Date: _____

Office use only

Fee \$ _____ Paid: Yes No Escrow amount \$ _____
Application Status: Complete Incomplete Reason: _____ Reviewer's initials _____

Preliminary Discussion

A preliminary meeting must be conducted with a Town Planner prior to the submittal of an application. An accurate map will be required at this point to allow for the discussion of the layout, as well as all zoning and site requirements. All maps submitted to the Planning Board must be prepared and stamped by a NYS licensed professional engineer/surveyor.

Application Requirements (**complete and submit the following checklist of required application components**)

- A completed subdivision application
- All applicable fees
- A narrative describing all activities proposed for the site
- The names and addresses of owners of all property who are contiguous, abutting or adjacent or who are across an established road from the proposed boundaries.
- A subdivision plat, to a scale not smaller than 50 feet to the inch, drawn to scale with dimensions shown, and including bearings, distances, and locations of iron pipes and other survey monuments. The following must be shown:
 - Highways or other major public or private improvements planned for future construction on or near the proposed subdivision, including those shown on the Official Map or Master Plan, shall be shown.
 - All contiguous land owned or under option by the owner shall be shown with a street and lot plan for its development.
 - Water elevations and subsurface information, including groundwater elevation, shall be noted where appropriate. All existing and proposed property lines, present zoning, and building line setbacks, easement and right of way lines, with dimensions, azimuths or angle data, and curve data
 - Conditions of dedication of areas proposed to be dedicated to public use.
 - The preliminary design of bridges and culverts.
 - A draft of any protective covenants whereby the owner proposes to regulate land use in the subdivision and otherwise protect the proposed development.
 - The names of owners of all adjacent property.
 - Street names and house numbers.
 - All property reserved by the owner or dedicated to the public use.
 - A house number for each lot.
 - A North arrow.
 - Standard title block.
 - Key map.
 - The proposed use of each lot.
 - Contour lines at two-foot intervals to United States Geological Survey datum.
 - Watercourses, marshes, rock outcrops and other important land features.
 - Right-of-way lines, street paving and street stationing.
 - Sanitary sewers, storm drains, gas lines and waterlines with all appurtenances.
 - All pavement, storm drains, sanitary sewers, gas lines and waterlines with appurtenances.
 - Pavement and utility stationing, including all horizontal and vertical control points and grades.
 - Signature and seal of a professional engineer and of a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subdivision n, of the Education Law.
- Signage - The applicant must provide detailed architectural renderings of all proposed monument, freestanding, façade mounted, and directional signage. The renderings shall include but are not limited to sign dimension, letter dimension, colors, materials and texture. Location and orientation of signage must be provided as well as cut sheets for proposed lighting. All proposed signage must comply with § 167-26 of Malta Town Code.
- Agricultural Data Statement (Any subdivision within an Agricultural District or within 500 feet of an Agricultural District)
- A Short Environmental Assessment Form (<http://www.dec.ny.gov/permits/70293.html>)

Pursuant to NYCRR Part 617.10 (State Environmental Quality Review), the Town of Malta has completed a Generic Environmental Impact Statement (GEIS). The following are required to be submitted for review, to determine if an action is in conformance to the baseline conditions established in GEIS or Statement of Findings.

- Mitigation Fee submittal to the Planning Department with the following information:
 - Total trips generated
 - Total non-residential square footage and/or total number of residential units
 - Total disturbed developable area per acre
- Correspondence with NY DEC confirming the locations of all state wetland boundaries
- Correspondence with the Army Corps of Engineers confirming the locations of all federal wetland boundaries
- NYS DEC must be contacted to request the known locations of all rare, threatened or endangered species
- US Department of Fish and Wildlife must be contacted to request the known locations of all rare, threatened or endangered species
- The NYS Office of Park, Recreation, and Historic preservation must be contacted to determine the presence of cultural resources

Notice of Intent (NOI) to gain coverage under the most current State Pollutant Discharge Elimination System Permit for Stormwater Discharges from Construction Activity (*Construction Activities that disturb one or more acres of land must, with some exceptions for agricultural projects, silviculture projects and maintenance activities, be authorized under a State Pollutant Discharge Elimination System Permit for Stormwater Discharges from Construction Activity*)

A Stormwater Pollution Prevention Plan (SWPPP) that is in conformance with the requirements and standards set forth in the most current *State Pollutant Discharge Elimination System Permit for Stormwater Discharges from Construction Activity* and *NY State Standards and Specification for Erosion and Sediment Control*, as well as Town of Malta requirements. (*Construction Activities that disturb one or more acres of land must, with some exceptions for agricultural projects, silviculture projects and maintenance activities, submit a Stormwater Pollution Prevention Plan*)

A completed Stormwater Management Plan Preparation Checklist

15 copies and one (1) digital copy of the subdivision map, application and narrative

If connecting to Saratoga County Sewer, a subdivision plan and narrative must be submitted directly to:

Saratoga County Sewer District #1
 Attn: Chad Cooke, PE, Executive Director
 P.O. Box 550
 Mechanicville, NY 12118

A subdivision plan and narrative must be submitted directly to the Fire Department for which the plan pertains:

Round Lake Hose Company
 Attn: Chief or President
 13 Curry Rd.
 Round Lake, NY 12151

Malta Ridge Fire Department
 Attn: Chief or President
 5 Hearn Rd
 Malta, NY 12020

Correspondence with NY State Department of Transportation (DOT) affirming conceptual approval of curb cut locations or any work within DOT's jurisdiction.

***** Incomplete Applications Will Not Be Accepted For Review *****

(Applications submitted by deadline will be evaluated for completeness and placed on the agenda at the discretion of the Planning Dept.)

2016 Planning Board Schedule

<u>Application Deadline</u>	<u>2016 PB Meeting Date</u>
December 18, 2015	January 19
January 22	February 16
February 19	March 15
March 25	April 19
April 22	May 17
May 27	June 21
June 24	July 19
July 22	August 16
August 26	September 20
September 23	October 18
October 21	November 15
November 18	December 20
December 16	January 17, 2017

* All deadlines and meeting dates are subject to change

Fee Schedule

	Mitigation fees			
	GEIS Prep.	Traffic	Recreation	Open Space
Unit of measure	Traffic Trip	Traffic Trip	Non-Residential Square Foot	Acre
Cost Per Unit	\$85.00	\$1,696.00	\$1.12	\$1,085.00

FINAL FEES

Final fees are the same as preliminary fees except no additional escrow monies are necessary if the escrow has a positive balance. These fees are due upon submission of final maps to be signed by our Town Engineer and Planning Chairperson. There are no final fees for a lot line adjustment.

NOTE: Escrow fees are used to pay for engineering/consultant costs, advertising costs and notification costs. Any escrow money not expended will be returned to the applicant. A positive balance must be maintained in the applicant's escrow account at all times. Failure to maintain a positive balance will delay further Board action. The Building Department maintains all escrow accounts.

RECREATION FEES

There will be a fee of \$1,363 per residential building lot due upon submission of each building permit (commercial building is based on square footage).

GEIS Mitigation Fee Calculation

The required developer mitigation fee will be calculated by the Town as set forth in the Findings Statement of the Town-wide GEIS based upon the developer plan submission. The Town has established the following parameters to assist in this process:

GEIS Preparation Mitigation Fee: The Mitigation Fee for preparing the GEIS will be calculated based on the proposed Trips multiplied by \$85. One half (1/2) will be due at the time a building permit is issued for commercial, industrial and other non-residential uses with the remainder due at the time the certificate of occupancy or compliance is issued. For residential uses one half (1/2) of the GEIS Mitigation Fee will be due at the time each individual building permit is issued with the remainder due at the time the certificate of occupancy is issued.

GEIS Mitigation Fees collected will be accounted for in a designated account and shall only be used to offset the costs of the preparation of the Town-wide GEIS or future supplementals/updates of the Town-wide GEIS.

Open Space Mitigation Fee: The Open Space Mitigation Fee will be calculated based on the proposed number of acres of disturbed developable land (clearing and grading limits) multiplied by \$1,085. One half (1/2) will be due at the time a building permit is issued for commercial, industrial and other non-residential uses with the remainder due at the time the certificate of occupancy or compliance is issued. For residential uses one half (1/2) of the Open Space Mitigation Fee will be due at the time each individual building permit is issued with the remainder due at the time the certificate of occupancy issued.

Open Space Mitigation Fees collected will be accounted for in a designated account and shall only be used by the Town to acquire, develop, provide access, preserve and protect open spaces, agricultural lands, water resources, trails, plant and wild life habitat, scenic views and vistas located within the Town.

Commercial Recreation Mitigation Fee: The Commercial Recreation Mitigation Fee will be calculated based on the proposed square footage of non-residential development multiplied by \$1.12. One half (1/2) will be due at the time a building permit is issued for commercial uses with the remainder due at time certificate of occupancy or compliance is issued.

The purpose of the Commercial Recreation Mitigation Fees is to provide and enhance recreational resources within the Town as set forth in the Town-wide GEIS.

Commercial Recreation Mitigation Fees collected by the Town will be accounted for in a designated account and shall only be used by the Town for the enhancement of recreational resources.

Traffic Mitigation Fee: The Traffic Mitigation Fee will be calculated based on the proposed number of PM Peak Hour traffic Trips multiplied by \$1,696. One half (1/2) of the traffic mitigation fees will be due at the time a building permit is issued for commercial, industrial and other non-residential uses with the remainder due at the time the certificate of occupancy or compliance is issued. For residential uses one half (1/2) of the Traffic Mitigation Fee will be due at the time each individual building permit is issued with the remainder due at the time the certificate of occupancy is issued.

Traffic Mitigation Fees collected will be accounted for in a designated account and shall only be used by the Town to improve traffic infrastructure as identified in the Town-wide GEIS.

TOWN OF MALTA
AGRICULTURAL DATA STATEMENT AND CONTROL FORM
Agricultural District No. 5

Certain lands in the Town of Malta lie in an area that has been designated as an Agricultural District. Section 283-a of the New York State Town Law requires any application for a Special Permit, Site Plan, Use Variance or Subdivision on property within such a District containing a farm operation or on property with boundaries within five hundred (500) feet of a farm operation located in such a District to include an Agricultural Data Statement. All such applications must be referred to the Saratoga County Planning Board in accordance with Section 239-m and 239-n of the General Municipal Law.

“Farming operations” are defined by Section 301. Article 25AA of the New York State Agriculture and Markets Law as “... the land used in agricultural production, farm buildings, equipment and farm residential buildings.”

PART 1 (completed by Applicant)

- A. Name of Applicant: _____
- B. Address: _____
- C. Description of Project (attach a brief narrative describing the project)
- D. Location of Proposed Project (tax map number): _____
- E. Names and address of owners of land within Agricultural District #5 containing Farm Operations and located within five hundred (500) feet of the project property.

	Name	Address	Tax Map #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

- F. Attach a tax map showing the site of the proposed project relative to the location of the Farm Operations identified above.

PART II (to be completed by Municipal Review Agency)

Type of Submission: Special Permit ___ Use Variance ___ Site Plan ___ Subdivision ___
Review Agency: Zoning Board of Appeals ___ Planning Board ___ Town Board ___

PART III (to be completed by Municipal Review Agency)

Consistent with Section 283-a(3) of the Town Law, written notice of the application described in Part I has been provided to the owners of land identified in the Agricultural Data Statement.

Date Notice Mailed: _____

PART IV (to be completed by Municipal Review Agency)

Consistent with Section 293-a(5) of the Town Law, the Clerk of the Municipal Review Agency identified in Part II must refer all applications requiring an Agricultural Data Statement to the County Planning Board.

Date Notice Mailed: _____

617.20
Appendix B
Short Environmental Assessment Form

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.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
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
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input 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
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
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	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
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	
10. Will the proposed action connect to an existing public/private water supply? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? [If Yes, does the existing system have capacity to provide service? <input type="checkbox"/> NO <input type="checkbox"/> YES] If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
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	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)