



Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065
371-7410 ext. 2267
Fax: 371-0304
Planning Department

Major Subdivision Application

(5 lots or more)

Project # _____

I. PROJECT INFORMATION:

Business/Project Name: _____

Business/Project Address: _____

Applicant Name: _____ Date of Birth: _____

Mailing Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Property Owner (If different than Applicant AND the Owner does not sign below, please submit an original,
notarized "Owner Authorization" form - attached):

Property Owner Name: _____ Date of Birth: _____

If a corporation, please name a responsible party/designated officer: _____

Mailing Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Business Representative Name/Company (if different from above): _____

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

II. SUBDIVISION INFORMATION:

Number of lots existing: _____ Number of additional lots proposed: _____

Parcel Identification Number (SBL#) of existing lots included: _____

Zoning District(s): _____ In a Planned Development District (PDD)? Yes ☐ No ☐

Size of existing lot(s): _____ acres (If multiple lots, please indicate acreage of each lot)

Proposed Use: Single Family ☐ Two-Family (Duplex) ☐ Multi-Family ☐ Commercial ☐ Other: _____

Proposed water service: _____ public _____ private (well) _____ n/a Is this existing? yes/no

Proposed sanitary sewer: _____ public _____ private (septic) _____ n/a Is this existing? yes/no

Proposed street name(s): _____

Date property acquired by applicant: _____

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

If "yes", indicate the # of parcels: _____ Date(s) of each prior subdivision: _____

Describe any easements or other restrictions on this property: _____

Permits/Approvals required from other agencies (please describe): _____

Applicant/Owner Signature: _____ Date: _____

(For Department Use Only)

Planning Board Action: Approved ☐ Disapproved ☐ Reason for Disapproval: _____

Signature: _____ Date: _____



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OWNER AUTHORIZATION - MAJOR SUBDIVISION

The undersigned, who is the owner of the premises known as
....., identified as Tax Map #.....hereby authorizes
.....to bring the attached application
before the Planning Board of the Town of Halfmoon for consideration. The undersigned further
permits the Town or its authorized representative access to the property to review existing site conditions
during the review process.

STATE OF NEW YORK)
COUNTY OF SARATOGA)SS.

On thisday of,Two Thousand and, before me,
the subscriber, personally appeared to me
personally known and known to me to be the same person described in and who executed
the within Instrument, andhe.....acknowledged to me thathe.....executed the same.

Owner

Notary Public



MAJOR SUBDIVISION APPLICATION Instructions & Checklist

(Must be submitted with application)

Pre-Application Meeting:

A Pre-Application meeting with the Planning Department staff is strongly recommended to review the application, all zoning and all site requirements. A concept plan and/or map will be needed at this time to allow discussion of plan requirements. Since you will need a site plan prepared by a licensed professional for preliminary review and/or final approval, you may wish to retain such services to assist you at this stage. ***Failure to conduct a Pre-Application meeting may delay consideration of the application by the Planning Board.***

- Date of Pre-Application Meeting: _____

Preliminary Review Requirements:

For preliminary review of a Major Subdivision, please submit the following items. Please note the number of copies of each item that must be submitted: **(Please check)**

- _____ Completed Application **(1 copy)**
- _____ Application Fee with check made payable to: "Town of Halfmoon"
- _____ Owner Authorization form (attached), if necessary. This form must be submitted if the Applicant is not the Owner AND the Application is not signed by the Owner. **(1 copy with original signature)**
- _____ Narrative describing the request and all activities proposed for the site **(15 copies)**
- _____ Preliminary subdivision plan ***folded*** at a scale of one inch equals 50' or a scale less to the inch of the entire site prepared and signed/stamped by a licensed design professional (engineer, architect or surveyor) ***prepared within the last five (5) years*** and which conforms to the requirements of §143-6(A)(2) of the Town Code of the Town of Halfmoon. **(5 copies)**
- _____ 11" x 17" hard/paper copies of the above preliminary plan **(15 copies)**
- _____ Building/site elevation or façade drawings/renderings (optional; may be required by the Planning Board)
- _____ Full Environmental Assessment Form (FEAF), with Part 1 completed and signed; Please visit <http://www.dec.ny.gov/permits/6191.html> for FEAF information and forms. **(1 copy)**

Agency Review: The Planning Department may circulate one (1) full packet to the following agencies for review and comment, as necessary. Applicants are encouraged to contact these departments directly:

Town: Halfmoon Water Dept., Halfmoon Highway Dept., Halfmoon Building Dept.

County: Saratoga County Planning Dept., Saratoga County Sewer District #1, Saratoga County Highway Dept.

Fire: Hillcrest Fire Dist., Clifton Park/Halfmoon Fire Dist., Waterford/Halfmoon Fire Dist., West Crescent Fire Dist.

Ambulance: Clifton Park/Halfmoon Emergency Corps.

State & Federal: You may be required to contact state and federal agencies directly

Town Engineer Review: Major Subdivision applications require review by the Town Engineer. An escrow account will be required to defray the costs of this review. An estimate of the costs will be provided to the applicant and a check must be received prior to further consideration by the Planning Board.

Preliminary Approval: Prior to preliminary approval by the Planning Board, a public hearing will be held. The applicant is responsible for all associated public notice and postage fees.

Addressing: Subdivision plans submitted for final approval ***must*** include postal addresses reviewed and approved by the Planning Department. Please contact the Planning Department for further information and to determine postal addresses ***prior*** to the submittal of final plans. Additionally, the U.S. Post Office has begun requiring centralized mail delivery (instead of curbside delivery) in several residential subdivisions in the Town of Halfmoon. **The Town does not determine the type of mail delivery by the Post Office.** Please contact the requisite Postmaster for your project to determine the type of mail delivery for your subdivision.

Final Approval: Five (5) folded sets and fifteen (3) 11" x 17" final plan copies must be submitted to the Planning Department for consideration of final approval by the Planning Board. Upon approval by the Board, two (2) Mylars and eight (8) full-sized paper plan sets must be submitted for stamping and signature by the Planning Board Chair. If the project requires the approval of any other agencies (e.g. NYSDOH, NYSDEC, Saratoga County Sewer District #1, Halfmoon Water Department) all other signatures must be obtained on the final plans before the Planning Board Chair will sign. One (1) final stamped and signed copy of the Mylar and one (1) final stamped and signed paper copy will be returned to the applicant. ***It is the responsibility of the applicant to file necessary copies with the Saratoga County Clerk following approval by the Town of Halfmoon.***

Conditions of Final Approval: Unless otherwise indicated by the Planning Board, all conditions of final approval must be completed prior to signature by the Planning Board Chair.

Changes after Final Approval: Any changes or amendments after final approval which require review by the Planning Board will be subject to additional fees. Please contact the Planning Department for more information.

Incomplete applications will not be accepted for review: Applications submitted by the deadline will be placed on the agenda at the discretion of the Planning Board. Once a determination has been made that an application is complete, the Planning Board will continue its review until either approval or disapproval or the applicant withdraws the application upon written notification to the Planning Department. The Planning Board normally convenes the second and fourth Monday of the month at 7 p.m.; please verify the upcoming meeting dates following submittal of your application.

If approved by the Planning Board, please be aware that you must contact the Building Department for permit requirements at 371-7410 ext. 2260, Monday thru Friday, 8:00am to 4:00pm. A 4" postal or suite number is required and must be seen from the road for all homes, tenant spaces and commercial buildings.

Applicants are encouraged to have a Pre-Application meeting to review the proposed subdivision and discuss submittal requirements. Please contact the Halfmoon Planning Department at (518) 371-7410 ext. 2267 if you have any questions or to schedule a Pre-Application meeting. You may also visit the Town website at www.townofhalfmoon-ny.gov for online access to the Town Code (click "E-Code" under "Town Links" on the homepage).

I have read the above instructions and checklist and fully understand and accept the requirements of the Town of Halfmoon.

Signature of Applicant: _____ **Date:** _____

Town of Halfmoon STORMWATER INFORMATION SHEET

Stormwater Permit for Construction Activity



A construction project involving soil disturbance

Before commencing construction activities, the owner or operator of a construction project that involve soil disturbance of one or more acres must obtain permit coverage under the State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharge from Construction Activity.

Owners/Operators with projects covered under the State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharge from Construction Activity (the Construction Permit) are required to develop and implement a Stormwater Pollution Prevention Plan (SWPPP) that meets criteria set forth by the State of New York Department of Environmental Conservation (NYSDEC). All SWPPP's must include practices consistent with the New York State Standards and Specification for Erosion and Sediment Control. Many construction sites must also comply with New York State Stormwater Management Design Manual to address post-construction stormwater discharges.

For a digital copy of the SPDES General Permit for Stormwater Discharges from Construction Activity GP-0-15-002 please visit https://www.dec.ny.gov/docs/water_pdf/gp015002.pdf. This permit was issued in January 2015 and was effective on January 29, 2015.

Link for Stormwater Information including a host of Tools and sources of technical information related to General Permit for Construction Activities and useful for the design of stormwater management practices can be found at: Construction Stormwater Toolbox- <https://www.dec.ny.gov/chemical/8694.html>.

Town of Halfmoon Stormwater Contacts:
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