



Town of Halfmoon
 2 Halfmoon Town Plaza
 Halfmoon, NY 12065
 371-7410 ext. 2601
 Fax: 371-0304
 Planning Department

Minor Subdivision Application

(4 lots or less)

Application Fee: \$150 per lot/unit

Project #: _____

I. PROJECT INFORMATION:

Business/Project Name: _____

Business/Project Address: _____

Applicant Name: _____ DOB: _____

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: _____ DOB: _____

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

Mailing Address: _____

Telephone #: _____ Fax #: _____ Email: _____

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

Address: _____ DOB: _____

Telephone #: _____ Fax #: _____ Email: _____

II. SUBDIVISION INFORMATION:

Number of lots existing: _____ Number of lots proposed (Must be 4 or less): _____

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

Zoning District: _____

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

Size of proposed lot(s): Lot A: _____ acres Lot B: _____ acres Lot C: _____ acres Lot D: _____ acres

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 postal address(es) (for new/vacant lots; please consult the Planning Dept.): _____

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 FOR A MINOR SUBDIVISION

The undersigned, who is the owner of the premises known as
, identified as Tax Map #.....hereby authorizes
to bring a Minor Subdivision application
 before the Planning Board of the Town of Halfmoon for review and potential approval. 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



MINOR SUBDIVISION APPLICATION Instructions & Checklist (Submit 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 (if held): _____

Review & Approval Process:

For review and approval of a Minor Subdivision application, ten (10) paper sets of plans, an 11" x 17" concept or layout plan and narratives must be submitted to the Planning Department, along with the following: **(Please check)**

- Completed Application
- Application Fee with check made payable to: "Town of Halfmoon"
- Owner Authorization form (attached, if necessary (at least one must be an original, signed copy). This form must be submitted if the Applicant is not the Owner AND the Application is not signed by the Owner.
- Narrative describing the request and all activities proposed for the site. (10 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 §143-5(A)(2) of the Town Code of the Town of Halfmoon. (10 copies)
- 11" x 17" copies of the above preliminary plan (10 copies)
- Building/site elevation or façade drawings/renderings (optional; may be required by the Planning Board)
- Environmental Assessment Form (EAF), with Part 1 completed and signed; (Short or Full EAF; If you have questions regarding which EAF to submit, please contact the Planning Department.) – (Short EAF attached)

Agency Review: The Planning Department may circulate one (1) full packet to the following agencies for review and comment, as necessary:

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.

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

Town Engineer Review: Minor Subdivision applications may require review by the Town Engineer. If it is determined that such review is necessary, 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.

Addressing: Final subdivision plans must include postal addresses approved by the Planning Department prior to final subdivision approval by the Planning Board. Please contact the Planning Department for further information.

Final Approval: Prior to final approval by the Planning Board, a public hearing will be held pursuant to Town Code. The applicant is responsible for all associated public notice and postage fees. Following final approval by the Planning Board, **two (2) original sets of Mylars and ten (10) paper copies** of the final plan must be submitted to the Planning Department for stamping and signature by the Planning Board Chair. If the project requires approval of any other agencies (e.g. Halfmoon Water Department), all other signatures must be obtained on the final subdivision plan before the Planning Board Chair will sign. One (1) final stamped and signed copy of the Mylar and one (1) 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 complete 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 (if applicable) at 371-7410 ext. 2502, 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 strongly 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. 2601 if you have any questions or to schedule a Pre-Application meeting. You may also visit www.townofhalfmoon.org/townhall.asp for online access to the Town Code (click "E-Code for Town of Halfmoon, NY").

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

Signature of Applicant: _____ Date: _____