



**Town of Halfmoon**  
**2 Halfmoon Town Plaza**  
**Halfmoon, NY 12065**  
**518-371-7410 x 2267**  
**518-371-0304**

**Minor Subdivision Application**  
**4 Lots or Less**

**Project #** \_\_\_\_\_

**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: \_\_\_\_\_



**Town of Halfmoon  
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371-7410 ext. 2267**

**Fax: 371-0304**

**Planning Department**

**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 this .....day 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, and .....he.....acknowledged to me that .....he.....executed the same.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary Public



# MINOR SUBDIVISION APPLICATION Instructions & Checklist

## **Pre-Application Meeting:**

**(Must be submitted with application)**

A Pre-Application meeting with the Planning Department staff is strongly recommended. 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. **(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 §143-5(A)(2) of the Town Code of the Town of Halfmoon. **(5 copies)**
- \_\_\_\_\_ 11" x 17" copies of the above preliminary plan **(15copies)**
- \_\_\_\_\_ Building/site elevation or façade drawings/renderings (optional; may be required by the Planning Board)
- \_\_\_\_\_ Short Environmental Assessment Form (SEAF), with Part 1 completed and signed; (Please visit <http://www.dec.ny.gov/permits/6191.html> for EAF information and forms. If you have questions regarding the SEAF, please contact the Planning Department.) **(1 copy)**

**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.

**Ambulance:** Clifton Park/Halfmoon Emergency Corps.

**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 eight (8) 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.***

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**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. 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.

**Please contact the Halfmoon Planning Department at (518) 371-7410 ext. 2267 if you have any questions or to schedule a Pre-Application meeting with Planning Department staff. You may also visit [www.townofhalfmoon-ny.gov](http://www.townofhalfmoon-ny.gov) for online access to the Town Code (click "E-Code" under "Town Links" on the home page).**

***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

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### 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](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:  
Paul Marlow, Senior Planner & Stormwater Management Technician  
[pmarlow@townofhalfmoon-ny.gov](mailto:pmarlow@townofhalfmoon-ny.gov)  
518-371-7410 x 2267