



Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065

Site Plan
Application

371-7410 ext.2267 Fax (518)371-0304

Project #: _____

I. PROJECT INFORMATION

Business/Project Name: _____

Business/Project Address: _____

Applicant Name: _____ Date of Birth or Employer ID# (EIN): _____

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):

Name: _____ Date of Birth or Employer ID# (EIN): _____

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

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

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

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

II. SITE PLAN INFORMATION New Site Plan (vacant parcel): _____ Amendment to Existing Site Plan: _____

If an **Amendment**, does it include: New building(s): _____ Building modification: _____ Site modification: _____

Parcel identification # (SBL): _____

Zoning District: _____ Size of existing lot(s): _____

Proposed use(s): _____ Existing use(s): _____

Proposed building/addition size (Total): _____ SF By building(s): _____

Parking spaces: Existing: _____ Proposed additional spaces: _____ Total #: _____

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 Hours of operation:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

Expected peak hours of operation: _____

Number of employees: Full-time: _____ Part-time: _____ Seasonal: _____ Construction: _____ Date

property acquired: _____ Name(s) of previous owner(s) or business: _____

Describe any easements or other restrictions on this property (existing and proposed) _____

Applicant/Owner Signature: _____ **Date:** _____

(For Department Use Only)

Planning Board Action: Approved Disapproved Reason for Disapproval: _____

Signature: _____ Date: _____



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

Planning Department

OWNER AUTHORIZATION - SITE PLAN APPLICATION

The undersigned, who is the owner of the premises located at
..... identified as Tax Map SBL#.....
hereby authorizesto bring this
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, and
.....he.....acknowledged to me thathe.....executed the same.

Owner

Notary Public

Town of Halfmoon

Applicant Ethics Disclosure Form

(General Municipal Law Section 809)

Any person who submits an application, petition, bid or request to the Town of Halfmoon must fill out this form and submit to the Town with the application being filed. Please answer all questions.

Name of Applicant, Petitioner, or Bidder: _____

Address: _____

Name of Application, Petition, or Bid: _____

- 1. Is there any Town officer or employee who both:
 - a. Is required, individually or in a group, to take any kind of action (other than a ministerial act*) on your application: and
 - b. Has an interest** in your application? If so, list the Town employee's or officer's name(s):

- 2. If you filled in any names for question 2 above, please fully describe in what way and to what extent each Town employee you named "has an interest":

Signed: _____

Dated: _____

* "Ministerial Act" means an action performed in a prescribed manner imposed by law without the exercise of judgement or discretion as to the propriety of the action. ** "Has an Interest" means that the Town employee or officer or his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them (a) is the applicant, or (b) is an officer, director, partner or employee of the applicant, or (c) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or (d) is a party to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable the favorable approval of such application, petition, bid or request.



SITE PLAN APPLICATION

Instructions & Checklist

(Must be submitted with this 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): _____

Conceptual & Final Approval:

For review and approval of a Commercial Site Plan/Site Plan Amendment, please submit the following: **(Please note the number of copies required for each item.)**

- _____ 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)
- _____ Ethics Disclosure Form (1 copy)
- _____ Narrative describing all activities proposed for the site (15 copies)
- _____ Site plan **FOLDED** at a scale of one inch equals 50' or a scale less to the inch of the entire site prepared and signed by a licensed design professional (engineer, architect, or surveyor) **within the last five (5) years or an older plan if deemed acceptable by Planning.** (5 copies) The plan must show:
 - A. Boundaries and area of lot
 - B. Public and private roads
 - C. Adjacent land owners and structures
 - D. Inset/indicator area map showing location of commercial site
 - E. Existing and proposed structures, buildings, outdoor storage areas, and temporary storage structures
 - F. Entrance and exit details and traffic flow patterns internal and external to the site
 - G. Parking spaces with the basis for calculating the number required
 - H. Specifications for parking, driveway sub-base, driveway width/length, sidewalks, trails, loading areas, and vehicular and pedestrian circulation
 - I. Landscaping, buffers, transitional areas, open and green spaces, as required
 - J. Water and sanitary sewer facilities, including any wells and septic systems located on adjacent parcels
 - K. Outdoor lighting
 - L. Sign location and specifications
 - M. Site drainage characteristics
- _____ 11" x 17" copies of the above site plan (15 copies)
- _____ Building/site elevation or façade drawings/renderings (optional; 15 copies)
- _____ Environmental Assessment Form (EAF), with Part 1 completed and signed; (Short or Full EAF; Please visit <http://www.dec.ny.gov/permits/6191.html> for EAF information and forms. If you have questions regarding which EAF to submit, please contact the Planning Department.) (1 copy)

Special Use Permit: An applicant may be required to submit a Special Use Permit Application for consideration by the Planning Board. Please consult the Planning Department for further information.

Telecommunication Towers & Antennas: Pursuant to Section 154-6 of the Town Code, new telecommunication tower structures require a fee of \$2,550 and co-location antennas require a fee of \$360.

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: Site Plan 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.

Final Site Plan Approval: If there are changes made to or required as part of the final approval by the Planning Board, **eight (8) copies** of the revised plan must be submitted to the Planning Department for final stamping and signature by the Planning Board Chair following Board approval. Unless otherwise indicated by the Planning Board, all conditions of final approval must be complete prior to 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 site plan before the Planning Board Chair will sign. One (1) signed copy will be returned to the applicant.

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 fire inspection will need to be scheduled 2-3 weeks following the issuance of a certificate of occupancy. 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 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:** _____