



**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

18 copies and one (1) digital copy of the subdivision map, application and narrative (4 full size and 13 – 11" x 17" copies of plans may be submitted to satisfy the required 18 copies). All materials must be collated into individual packets for ease of distribution to the Board.

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

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

A site 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

**\*\*\*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.)***

## 2019 Planning Board Schedule

<u>Application Deadline</u>	<u>Meeting Date</u>
December 28, 2018	January 22, 2019
January 25	February 26
February 22	March 26
March 22	April 23
April 26	May 28
May 24	June 25
June 28	July 23
July 26	August 27
August 23	September 24
September 27	October 22
October 25	November 26
November 15	December 17
December 18, 2019	January 28, 2020

## 2019 Mitigation Fee Schedule

	<b>Mitigation fees</b>			
	<b>GEIS Prep.</b>	<b>Traffic</b>	<b>Recreation</b>	<b>Open Space</b>
Unit of measure	Traffic Trip	Traffic Trip	Residential Per dwelling	Disturbed Acre
Cost Per Unit	\$158.00	As determined in consultation with CDTC	\$1,012.00	\$1,177.00

### **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/CDTC /consultant review costs, advertising and notification costs. 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 and Planning Department maintains all escrow accounts. Any escrow money not expended will be returned to the applicant.

**RECREATION FEES**

There will be a fee of \$1,012.00 per residential building lot due upon submission of each building permit.

**GEIS Mitigation Fee Calculation**

The required developer mitigation fee will be calculated by the Town as set forth in the Findings Statement of the Supplemental 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 \$158.00. 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 \$1,177.00. 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.

**Traffic Mitigation Fee:** The Traffic Mitigation Fee will be calculated in consultation with CDTC (Capital District Transportation Committee). Applicant is responsible for the cost of review by CDTC. An escrow account must be established with the Town at the time of application.

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. 2**

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: \_\_\_\_\_