

TOWN OF STILLWATER
BUILDING, PLANNING & DEVELOPMENT DEPARTMENT
881 HUDSON AVE, STILLWATER, NY 12170
(518) 664-6148, EXT. 215



Petition for Formation of Storm Drainage District

Planning Department

Fee: \$3000.00 (Plus notice, publication, and engineering fees)

OFFICE USE ONLY	
Project #:	Total Fee Paid: \$
Rec'd by:	Date:

PROJECT INFORMATION			
Project Name:			
Address/Location:			
APPLICANT INFORMATION			
Owner (if owner is different from applicant, owner authorization section must be completed and signed)			
Name:			
Phone:		Email:	
Address:	City:	State:	Zip:
SITE INFORMATION			
Parcel Identification (SBL) # of all parcels to be dedicated to the Town: _____			
Number of proposed lots to be included in district: _____			
Has a final inspection of infrastructure been performed? <input type="checkbox"/> Yes <input type="checkbox"/> No *sign off from the Town Highway Superintendent and Town Engineer is required for all items identified			
Have all items resulting from the inspection been addressed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the Notice of Termination of the SWPPP been filed with the NYSDEC? <input type="checkbox"/> Yes <input type="checkbox"/> No			
SIGNATURES			
<p>I, the undersigned, have thoroughly read and understand the application and the list of items to be shown on the plans and documents for review and I consent to all the requirements as set forth in the application.</p> <p>Signature: _____ Date: _____</p>			

APPLICATION PREPARATION CHECKLIST	
<p>*Applications must be submitted along with the Application Fee and deemed complete by the department. Incomplete applications will not be accepted and will be returned to the applicant.</p>	
<p>COPIES: The following materials are required:</p> <p>Five (5) paper copy and one (1) digital copy (must be on USB Drive or downloadable email format) of the following:</p>	<p>Applicant Initials</p>
<p>APPLICATION FORM</p> <p>Map, Plan, and Report: (MPR) describing the drainage district proposed to be established and otherwise conforming to the requirements of § 192 and other applicable provisions of Article 12-A of the Town Law, with the boundaries of said proposed drainage district to be coincident with those of the proposed subdivision</p> <p>Environmental Assessment Form: A NYS DEC short environmental Assessment Form (EAF) describing the anticipated environmental impact of the proposed drainage district infrastructure and district</p>	
<p>DEPARTMENT CHECKLIST</p>	
<p>OFFICE USE ONLY</p> <p>REVIEW OF PETITION AND EAF BY THE ATTORNEY FOR THE TOWN</p> <p>REVIEW OF PETITION, EAF, AND MPR BY TOWN ENGINEER</p> <p>FILE OF PETITION, EAF, AND MPR WITH TOWN CLERK</p> <p>MATERIALS ARE SENT TO TOWN BOARD</p> <p>TOWN BOARD CONDUCTS PUBLIC HEARING</p> <p>TOWN BOARD MAKES A DETERMINATION OF SEQRA</p> <p>TOWN BOARD MAKES RESOLUTION APPROVING OR DISAPPROVING DISTRICT ESTABLISHMENT</p> <p>TOWN CLERK SHALL WITHIN 10 DAYS OF THE ADOPTION cause a certified copy thereof to be filed in the office of the Saratoga County Clerk and shall also cause a certified copy thereof to be filed in the office of the State Department of Audit and Control in Albany, New York.</p>	<p>Check when Complete</p>