

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



Planned Development District Application Town Board

Fee: New \$2000.00 Amendment: \$1500

(Site Plan and Subdivision Application Fees will be collected separately)

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

PROJECT INFORMATION			
Project Name:			
Address/Location:			
APPLICANT/REPRESENTATIVE INFORMATION			
*ALL INFORMATION IN THIS SECTION IS REQUIRED FOR A COMPLETE APPLICATION			
Name:			
Phone:		Email:	
Address:		City:	State: Zip:
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 lots included:			
Number of proposed lots:		Zoning District:	
Size of existing lot(s): _____ acres, _____ acres, _____ acres, _____ acres			
Size of proposed lots: _____ acres, _____ acres, _____ acres, _____ acres			
For Major Subdivisions range of proposed lots: _____ acres - _____ acres			
Proposed Use: <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Single-Family <input type="checkbox"/> Other:			
Has owner subdivided any portion of the above-described property prior to the date of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate number of parcels _____ Date: _____			
Total Proposed Lot Coverage (acres):		Total Proposed Open Space (acres):	
Does the proposal meet all setback requirement within the zoning district: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Frontage:		Total Proposed Disturbance:	
Proposed Building Size: _____ SF <input type="checkbox"/> N/A		SWPPP Prepared: <input type="checkbox"/> Yes <input type="checkbox"/> No	

SIGNATURES

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.

Signature: _____ Date _____

AUTHORIZATION TO ACT AS AGENT (OWNER AUTHORIZATION)

In the event that the owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, _____, owner of the above referenced lot(s) hereby designates _____ as my agent regarding this application for review.

Signature: _____ Date _____

APPLICATION PREPARATION CHECKLIST

***Applications must be submitted along with the Application Fee and deemed complete by the department to be considered for placement on an agenda. Incomplete applications will not be accepted and will be returned to the applicant. Exclusion of any required materials will result in the delay of project review.**

Meeting with department:

In order to allow the Town and the developer to reach an understanding on basic design requirements prior to detailed design investment, the developer shall schedule a meeting with the department to review the application procedure and requirements.

COPIES: The following materials are required:

Contact the Planning Department for the number of printed copies of materials required

**Applicant
Initials**

APPLICATION FORM

NARRATIVE: Written Description of the proposal to include:

Evidence of how the developer's particular mix of land uses meets existing community demands.

A general statement as to how common open space is to be owned and maintained.

A fiscal impact analysis identifying projected short- and long-term impacts on municipal and school district budgets.

Objectives:

The applicant must demonstrate how the application for Planned Development Districting meets the Objectives outlined for PDDs of the Town Zoning Code.

Considerations:

The applicant must demonstrate how the application for Planned Development Districting meets the Considerations outlined in PDDs of the Town Zoning Code.

If the development is to be phased a general indication of how the phasing is to proceed. Whether or not the development is to be phased, the sketch plan of this section shall show the intended total project.

Local Law: A draft of the proposed PDD local law addressing, at a minimum, all matters identified by the Department, its engineers and/or its attorneys regarding the project for review by the Town Board. The draft shall identify all amendments to any existing PDD or other local law or ordinance by annotating the existing text with red-lined proposed changes.

LONG ENVIRONMENTAL ASSESSMENT FORM: Pursuant to the N.Y.S. State Environmental Quality Review Act (SEQRA).	
AGRICULTURAL DATA STATEMENT: (If Required) For all projects within Saratoga County Ag District 1 Available at: https://www.stillwaterny.org/building-planning-development/planning-department/planning-board-forms-and-application/	
MAPS: Size of 22x34 inch maximum should be used when practical *Printed maps must be folded See Map requirements below	
DIGITAL COPIES: Digital copies are mandatory. Any applications submitted without digital copies shall be deemed incomplete. *Must be on USB Drive or downloadable email format	
AGENCY MATERIALS	
FIRE DEPARTMENT: One full set of materials (printed or digital) mailed directly to: Arvin Hart Fire Company PO Box 288, Stillwater, NY 12170	
USPS: A layout plan must be submitted to the appropriate Post Office for approval of the mailbox (mail receptacle) locations. Contact the post office that will be providing service for their preferred contact information	
OFFICE USE ONLY	
PUBLIC NOTICE FEE: The cost of this fee will be determined by the Planning Board based on the number of notifications required and must be submitted no later than 14 days prior to the meeting	
ENGINEER ESCROW AND LEGAL ESCROW FEES: To be determined following initial review of the application. This fee must be paid prior to placement on an agenda	
Additional copies of any and all materials MAY BE REQUESTED AT ANY TIME	

MAP/PLAN REQUIREMENTS	
MAP MUST INCLUDE:	Applicant initials
Sketch plan: The application shall include a sketch plan, drawn to scale, though it need not be to the precision of a finished engineering drawing subject to the discretion of the Town Board (drawn to scale at one-inch equals 50 feet or larger)	
Include one sheet showing the overall plan	
The location of the various uses and their areas and dimensions.	
The general outlines of the interior roadway system and all existing rights-of-way and easements, whether public or private, along with all connections to existing roadways	
Delineation of the various residential areas, indicating for each such area its general extent, size and composition in terms of total number of dwelling units, percentage allocation by dwelling unit type (i.e., single-family detached, duplex, townhouse, garden apartments, high-rise), and a general description of the intended market structure (i.e., luxury, middle income, moderate-income, elderly units, family units, etc.), plus a calculation of the residential density in dwelling units per gross acre	

with calculations of existing base density and any bonus densities proposed. For commercial uses, a delineation of the various commercial areas, indicating for each use the area, total square footage of structures, and a general business plan of the activities to be conducted at the site.	
The open space system with total acreage and percentage of overall plan noted.	
The overall drainage system.	
Topographic map. A topographic map showing contour intervals from the USGS of not more than 10 feet of elevation.	
All existing and proposed boundary lines	
Size in acres of existing and proposed lots	
Existing Zoning Districts and boundaries	
Names and owners of all adjacent properties	
Approximate location of Federal or State regulated wetlands	
Location and design of all proposed site improvements	
Location of the various uses and their areas	
Delineation of proposed uses	
Proposed Open Space system	
North arrow and site location map	
Phasing Plan if the development is to be phased a general indication of how the phasing is to proceed. Whether or not the development is to be phased, the sketch plan of this section shall show the intended total project.	
Total area of proposed disturbance	
MAP/PLAN REQUIREMENTS	
<p>Standard notes as detailed below*</p> <div style="border: 1px solid black; padding: 10px;"> <ol style="list-style-type: none"> 1. This property may border a farm, as defined in the Town of Stillwater Local Law #1 of the year 1997. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, odor, smoke, noise and vibration. 2. This proposal includes a total of [insert parcel area] ± acres and lies within the Town of Stillwater [insert zoning district] zoning district. Min lot size: _____ sf Min lot width @ bldg line: _____ ft Setbacks: Front: _____ ft Side: _____ ft Rear: _____ ft 3. Parcel is identified as tax parcel [insert tax ID number], Town of Stillwater, Saratoga County, New York. 4. The average lot size is [insert size] sq. ft. 5. Describe any easements or other restrictions on this property </div> <p>*Standard Notes: The following notes are the minimum requirement on all plats. Additional notes may be necessary as defined in the Town Subdivision Design Standards, Section 1.12 or as requested by the Planning Board.</p>	

Approval Block as shown below:

Applicant
initials

TOWN OF STILLWATER PLANNING BOARD APPROVAL

APPROVED BY RESOLUTION OF THE PLANNING BOARD OF
THE TOWN OF STILLWATER, NEW YORK, ON THE _____
DAY OF _____, 20____ SUBJECT TO ALL
REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION. ANY
CHANGES, ERASURES, MODIFICATIONS OR REVISIONS OF THIS
PLAT, AS APPROVED, SHALL VOID THIS APPROVAL SIGNED THE

DAY OF _____, 20____
BY _____

PLANNING BOARD CHAIRMAN