



Planned Development District
Application

Town of Malta
Town Board
2540 Route 9
Malta, NY 12020
(518) 899-2685

New PDD
PDD Amendment

Project #: _____

2023

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:** _____

Consultant: _____ **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): _____

Describe any easements or other restrictions on this property: _____

Proposal information:

Type of development proposed: Commercial Retail

Residential: Single Family Multifamily Mixed Use

Number of proposed lots _____ **Size of proposed lots:** _____ acres **Number of multifamily units** _____ units

Number of proposed commercial buildings _____ **Proposed total commercial square footage** _____

Applicant/Business Representative: Signature: _____ **Date:** _____

*******For Department Use Only*******

Fee \$ _____ **Paid:** Yes No **Escrow Amount \$** _____

Application Status: Complete Incomplete **Reason:** _____ **Reviewer's initials** _____

Step 1

All applications must be submitted two weeks prior to the corresponding bimonthly meeting to be placed on the agenda for the Town Board meeting which takes place at the **first and fourth** Monday of every month (see application deadline and meeting schedule below). Please call the Town Clerk for revised meeting dates, in the event a holiday coincides with a Town Board meeting. **Presentations should be kept to a maximum of 15 minutes in length.**

Please complete the following checklist and submit with your completed PDD application and requirements. **Note: Applications missing any of the elements listed below will be considered incomplete and will result in your application being excluded from the Town Board agenda.**

Conformance with PDD code and Comprehensive Plan

* Please refer to Chapter 167, Article VII, §167-26 of the Town of Malta code for more information regarding Planned Development Districts

- 1) Is the proposed PDD in general compliance with the Town Comprehensive Master Plan? Yes No
 Explanation: _____

- 2) Does the Proposed PDD meet the minimum lot size requirements? Yes No
 Residential: 10 acre minimum Yes No
 Commercial: 3 acre minimum Yes No
 Industrial: 5 acre minimum Yes No

- 3) Does the PDD provide a substantial benefit to the Town not otherwise available through development under existing zoning? Yes No
 Explanation: _____

Application Check List

- 4) **Completed PDD Application** Yes No
- 5) All applicable fees and escrow Yes No
- 6) Full Environment Assessment Form (<http://www.dec.ny.gov/permits/70293.html>) Yes No
- 7) Narrative Yes No
- 8) **If an amendment**, Redline text changes to existing PDD language Yes No
- 9) Renderings and/or Building Elevations Yes No
- 10) **LEED Alternative/Design Yes No
- 11) Explanation of Public Benefit Yes No
- 12) Site Maps (scale not less than 1"=50") Yes No
- 13) List of Adjoining Neighbors Yes No
- 14) 9 copies and one (1) digital copy of the PDD application (items 4 -13 above) Yes No

* Please refer to Chapter 167, Article VII, §167-26 of the Town of Malta code for more information regarding Planned Development Districts

**** Section §167-26 E. (5) of the Town of Malta code states that every application for establishment of a Planned Development District shall contain a review of the possible construction design and management of all buildings within the Planned Development District in compliance with the U.S. Green Building Council’s Leadership in Energy and Environmental Design Standards.**

2023 Town Board Schedule

2023 Town Board	
Action Meeting	1/9
Agenda Meeting	1/30
Action Meeting	2/6
Agenda Meeting	2/27
Action Meeting	3/6
Agenda Meeting	3/27
Action Meeting	4/3
Agenda Meeting	4/24
Action Meeting	5/1
Agenda Meeting	5/22
Action Meeting	6/5
Agenda Meeting	6/26
Action Meeting	7/10
Agenda Meeting	7/31
Action Meeting	8/7
Agenda Meeting	8/28
Action Meeting	9/11
Agenda Meeting	9/25
Action Meeting	10/2
Agenda Meeting	10/30
Action Meeting	11/13
Agenda Meeting	11/27
Action Meeting	12/4
Agenda Meeting	12/18

* All deadlines and meeting dates are subject to change

Step 2

If the Town Board has referred your application to the Planning Board for review and recommendation, you will need to submit materials to the Planning Department for placement on the Planning Board agenda.

Please complete the following checklist and submit with your completed PDD application and requirements. **Note: Applications missing any of the elements listed below will be considered incomplete and will result in your application being excluded from the Planning Board agenda. Incomplete applications will not be reviewed.**

Application Check List

- | | |
|---|--|
| 1) Completed PDD Application | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2) All applicable fees and escrow | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3) Full Environment Assessment Form (http://www.dec.ny.gov/permits/70293.html) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4) Narrative | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5) If an amendment , Redline text changes to existing PDD language | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6) Renderings and/or Building Elevations | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7) **LEED Alternative/Design | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8) Explanation of Public Benefit | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9) Site Maps (scale not less than 1"=50") (4 full size and 15 11 x 17) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10) List of Adjoining Neighbors | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11) 18 copies and one (1) digital copy of the PDD application (items 1-10 above) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**** Section §167-26 E. (5) of the Town of Malta code states that every application for establishment of a Planned Development District shall contain a review of the possible construction design and management of all buildings within the Planned Development District in compliance with the U.S. Green Building Council’s Leadership in Energy and Environmental Design Standards**

Below are the meeting dates and cut off dates for submission. Applications received after the cutoff date will not be placed on the corresponding agenda, but will be withheld until the next month.

2023 Planning Board Schedule

<u>2023 Planning Board Meeting Schedule</u>	
Application Deadline	Meeting Date
Friday, November 18, 2022	Tuesday, December 20, 2022
Friday, December 16, 2022	Tuesday, January 24, 2023
Friday, January 27, 2023	Tuesday, February 28, 2023
Friday, February 24, 2023	Tuesday, March 28, 2023
Friday, March 24, 2023	Tuesday, April 25, 2023
Friday, April 28, 2023	Wednesday, May 24, 2023
Friday, May 26, 2023	Tuesday, June 27, 2023
Friday, June 23, 2023	Tuesday, July 25, 2023
Friday, July 28, 2023	Tuesday, August 22, 2023
Friday, August 25, 2023	Tuesday, September 26, 2023
Friday, September 22, 2023	Tuesday, October 24, 2023
Friday, October 27, 2023	Tuesday, November 21, 2023
Friday, November 17, 2023	Tuesday, December 19, 2023
Friday, December 15, 2023	Tuesday, January 23, 2024
Friday, January 26, 2023	Tuesday, February 27, 2024

* All deadlines and meeting dates are subject to change

2023
Mitigation Fee Schedule

	Mitigation fees			
	GEIS Prep.	Traffic	Recreation	Open Space
Unit of measure	Traffic Trip	Traffic Trip	Residential Per dwelling	Disturbed Acre
Cost Per Unit	\$174.00	As determined in consultation with CDTC	\$1,117.00	\$1,299.00

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 \$1,117.00 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 \$174.00. 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 \$1,299.00. 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.