



**Town of Malta**  
**Building & Planning Department**  
**2540 Route 9**  
**Malta, NY 12020**  
**(518) 899-2685**

**Site Plan**  
**2020**

New Site Plan   
Site Plan Amendment

**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(s): \_\_\_\_\_ acres

Existing Frontage \_\_\_\_\_ feet

Number of buildings proposed: \_\_\_\_\_ **Area of proposed disturbance** \_\_\_\_\_ **Acres**

Size of proposed buildings: \_\_\_\_\_

Proposed Use: Residential Multi-Family  Office  Retail  Other \_\_\_\_\_

Area of State Wetlands \_\_\_\_\_ acres Area of Federal Wetlands \_\_\_\_\_ acres

Area of Flood Plain \_\_\_\_\_ acres

Soil Classification \_\_\_\_\_ Area of Critical Slopes (> 15%) \_\_\_\_\_ acres

Stream Name \_\_\_\_\_ 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: \_\_\_\_\_

**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 Site Plan application
- A narrative describing all activities proposed for the site
- All applicable fees
- 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.
- Agricultural Data Statement (Any site plan within an Agricultural District or within 500 feet of an Agricultural District)
- A Site Plan, to a scale not smaller than 50 feet to the inch, drawn to scale with dimensions shown, and including the following information:
  - The use, location and dimensions of proposed buildings and open spaces.
  - The proposed layout of streets and other vehicular and pedestrian circulation facilities, including the location and widths of driveways on the site and access to existing roads and highways.
  - The amount, location and dimensions of all street parking and loading areas and access thereto.
  - The location and arrangement of any landscaping and transitional areas.
  - A lighting plan, including styles/images/cut sheets of proposed lights and associated photometric plan.
  - A stormwater management plan.
  - Description of the method of water supply and sewage disposal and the location of such facilities. If wells are to be used, give yield tests in gallons per minute. If septic systems are to be used, give the percolation test results.
  - The location and arrangement of any landscaping and transitional areas.
  - A plan showing all new street names and all new house/building numbers. Any new street names shall be approved by the County Planning Board prior to use. All new numbering shall conform to the U.S. Postal Service standards.
  - Calculations showing the green space available after the construction is complete.
  - Final grading and landscaping plan.
  - Location of all wetlands on the property.
- A Long 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.

- 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
- 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
- Plans and elevations of the proposed building or structure(s) showing the architectural features of all existing and proposed construction and the details of all elements of exterior design, including exterior materials, colors, and texture, roof design (including mechanical equipment which will protrude above the roof), awning and other decorative elements. The plans shall also show the relationship of the proposed structure(s) to neighboring structures as to height, scale, size, design, rhythm, setback, materials, texture, facade treatment, and sign location and treatment. Such information shall be at a scale and of quality to enable the Planning Board to assess the appearance of the proposed structure(s) and their relationship to their surroundings.
- § 167-38.1 F. of Malta Town Code states that every application for issuance of a special use permit shall contain a review of the possible construction design and management of all buildings constructed pursuant to the special use permit be in compliance with the US Green Building Council's Leadership in Energy and Environmental Design Certification Standards. Proposals including construction of buildings designed and managed to comply with the US Green Building Council's Leadership in Energy and Environmental Design Certification Standards shall be a strong positive factor in evaluating applications for establishment of a Planned Development District or the granting of a special use permit.
- 18 copies and one (1) digital copy** of the Site Plan, 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 Planning Board.**

**\*\*\*The Planning Board may request additional items as may be required to complete its review\*\*\***

- If connecting to Saratoga County Sewer, a site 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  
PO Box 2316  
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.)***

## 2020 Planning Board Schedule

| <u>Application Deadline</u> | <u>Meeting Date</u> |
|-----------------------------|---------------------|
| December 20, 2019           | January 28, 2020    |
| January 24, 2020            | February 25, 2020   |
| February 21, 2020           | March 24 2020       |
| March 20, 2020              | April 28, 2020      |
| April 24, 2020              | May 26, 2020        |
| May 22, 2020                | June 23,2020        |
| June 26, 2020               | July 28,2020        |
| July 24, 2020               | August 25, 2020     |
| August 21, 2020             | September 22, 2020  |
| September 25, 2020          | October 27, 2020    |
| October 23, 2020            | November 24, 2020   |
| November 13, 2020           | December 22, 2020   |
| December 18, 2020           | January 26, 2021    |

\* All deadlines and meeting dates are subject to change

## 2020 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<br>Per dwelling | Disturbed Acre    |
| Cost Per Unit   | \$162.00               | As determined in<br>consultation with<br>CDTC | \$1,037.00                  | \$1,206.00        |

### **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 \$1,037.00 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 \$162.00. 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 \$1,206.00. 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: \_\_\_\_\_