



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

**Lot Line Adjustment**

- Administrative Approval
- Planning Board (R4 & R6)

**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.

An applicant may request a lot line adjustment when the following conditions are met:

- Action does not result in an additional lot being created;
- Action is the conveyance of a portion of one parcel to an adjoining parcel;
- Action results in lots that are equal to or exceed the minimum zoning requirements;
- Action does not extend a public road or public utilities.

## Application Requirements (\*\* complete and submit the following checklist of required application components\*\*)

- A completed lot line adjustment application
- All applicable fees
- A narrative describing all activities proposed for the site
- 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.
  - **Parcel ID on each lot**
  - A North arrow.
  - Standard title block.
  - Key map.
  - The proposed use of each lot.
  - 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.
- 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 Lot Line Adjustment 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>)

Amended Deeds reflecting the proposed lot line adjustment must be submitted for the review of the Planning Board Attorney.

**Planning Board approval applications require 18 copies and one (1) digital copy** of the Lot Line Adjustment Map, application and narrative (4 full size and 14 – 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. Administrative LLA applications: Please contact the Planning Department regarding number of copies to submit for review.**

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 subdivision 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 the deadline will be evaluated for completeness and placed on the agenda at the discretion of the Planning Department)***

<b><u>2020 Planning Board Schedule</u></b>	
<b><u>Application Deadline</u></b>	<b><u>Meeting Date</u></b>
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 Per dwelling	Disturbed Acre
Cost Per Unit	\$162.00	As determined in consultation with 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: \_\_\_\_\_