



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

**FORM BASED CODE PROJECT SITE
PRE-APPLICATION**

Project #: _____

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: _____

FBC District: _____

Size of existing lot: _____ acres Area of disturbance: _____ acres

Existing Frontage: _____ feet

Number of buildings proposed: _____

Size of proposed buildings: _____ square feet

Proposed Use: Residential Public/Civic Commercial Heavy Commercial 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

Historic Designation: Federal State Local Describe _____

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 \$ _____
Concept Application Status: Approved Denied Reason: _____ Reviewer's initials _____

General FBC Review Process

1. Submit Pre-Application, concept plan and fees.
2. Pre-Application Conference with planning staff.
3. Completeness Review (staff reviews concept plan for completeness).
4. Concept plan is modified, if necessary, to meet FBC requirements.
5. Conceptual Review Meeting (Planning Board / Public Hearing).
6. Conference with planning staff.
7. Submit Application and Final Plan Set.
8. Completeness Review (staff & Town Engineer reviews final plan for completeness).
9. Building and Planning Coordinator Action (approval or denial).

FBC Pre-Application Requirements

- Completed FBC Project Plan Pre-Application.
- Completed FBC Concept Project Plan Checklist.
- 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.
- 4 copies of the Concept Project Plan, Application and Narrative in both hard copy and electronic format.

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

*****Incomplete Applications Will Not Be Accepted For Review*****

2020 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	\$162.00	As determined in consultation with CDTC	\$1037.00	\$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 \$1037.00 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.