

*Village of Ballston Spa*  
PLANNING BOARD

66 Front Street  
*Ballston Spa, NY 12020*  
(518)885-5711

(1/2023)

SITE PLAN REVIEW SUBMITTAL CHECKLIST

Project Name: \_\_\_\_\_

Listed below are the minimum submittal requirements for site plan review as set forth in Village of Ballston Spa code. The Planning Board reserves the right to request additional information, as necessary, to support an application. The Board also reserves the right to reject the application if these minimum requirements are not met. Please complete the checklist below and provide with your submission.

REQUIRED ITEMS: \*10 hard copies and 1 digital (USB flash drive) copy of ALL materials are required.

CHECK EACH ITEM

**\*\*HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED\*\***

- ☐ 1. Completed Site Plan Application and Fee
- ☐ 2. SEQR Environmental Assessment For-short or long form as required by action.
- ☐ 3. Set of plans including: (5) large scale plans and 5 smaller versions. One digital version of all submittal items (pdf) shall be provided.
- ☐ 4. Project narrative.

**REQUIRED ITEMS ON SITE PLAN:**

- ☐ 1. Property line survey prepared by a licensed land surveyor. Site plan must reference such survey with all corners set and marked on plan. A copy of the original property survey must also be included. (If you feel a property line survey is not necessary for your site plan, please submit that information in writing.)
- ☐ 2. North arrow and map scale
- ☐ 3. Parcel tax map number

- ☐ 4. Site location map
- ☐ 5. Site vicinity map (all features within 300 feet of property)
- ☐ 6. Identification of zoning district with corresponding area requirements
- ☐ 7. Building setback lines, either listed or shown on plans
- ☐ 8. Title block with project name; name and address of applicant; and name and address of property owner (if different)
- ☐ 9. Topography data provided on site plan
- ☐ 10. Name of all adjacent property owners
- ☐ 11. Parcel street address (existing and any proposed postal addresses)

12. Identification of all existing or proposed easements, covenants, or legal rights-of-way on this property  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

13. Identification of size, elevations, materials, and slopes of all existing and proposed utilities adjacent to project  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

14. Existing and proposed contours and spot grades (at 2-foot intervals)  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

15. Identification of all watercourses, designated State wetlands, buffers, Federal wetlands, floodplains, rock outcroppings, etc.  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

16. Location of proposed snow storage  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

17. Identification of all existing or proposed sidewalks or pedestrian path (show type, size and condition of existing sidewalks)  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

18. Location, design specifications and construction material for all proposed site improvements (drains, culverts, retaining walls, berms, fences, etc)

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

19. Location, size, and material of all existing and proposed utility services

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

20. Parking lot layout plan and identification of all loading areas (number all spaces)

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

21. Parking demand calculations

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

22. Identification of parking spaces and access points for physically impaired persons

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

23. Location and screening plan for dumpster or recycling bins

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

24. Location, design, type of construction and materials, proposed use and exterior dimensions of all buildings (existing and proposed) on site

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

25. Identification of storage of any potentially hazardous materials

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

26. Planting plan identifying quantity, species, and size of all proposed new plant materials. Label existing plant material to be retained or removed.

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

27. Lighting plan showing type, location, and intensity of all existing and proposed exterior lighting fixtures

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

28. Erosion and sediment control plan-including designated concrete truck washout area.

\_\_\_ Yes \_\_\_ No \_\_\_ N/A

Checklist prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

