

VILLAGE OF STILLWATER

INCORPORATED 1816

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MINOR SUBDIVISION AND SITE PLAN APPLICATION

Project #

Fee: \$200.00

Fee Paid _____

Part I - General Information:

Project Name: _____

Address/Location: _____

Applicant:

Name: _____

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Property Owner (if different):

Name: _____

Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Business Representative:

Name: _____ Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Site:

Number of lots proposed: _____

Parcel identification # (SBL#) of lots included: _____

Zone (Check applicable district): RR LDR RM RRD B1 B2 BP I PDD

Size of existing lot(s): _____ acres, _____ acres, _____ acres, _____ acres

Size of proposed lots: _____ acres, _____ acres, _____ acres, _____ acres

Proposed Use: Residential Single Family Residential Multi-Family Commercial

Will the proposed action preclude the proper future development, subdivision, or re-subdivision of the affected properties, or will it impede the maintenance of existing or development of future access or utility service to either lot? Yes No

Will the proposed action create any non-conformity with the terms and regulations of the Village of Stillwater Form-Based Code or Route 4 Corridor Design Guidelines? Yes No

History:

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: _____

Describe any easements or other restrictions on this property (attach additional sheets if necessary):

Part II: Instructions for preparing plats:

The application must be completed by the Applicant and submitted to the Village Clerk’s Office. To be considered and placed on the agenda at the next Village Board of Trustees meeting, the application must be deemed complete by the Village at least 21 days before the meeting and must include the following:

- 1. Please submit **one** (1) original and **eleven** (11) copies of the following application package.

*****Failure to do so will result in an incomplete application and delays in the Village’s processing of the application*****

This application form.

Application Fee. Each application should be accompanied by a fee as determined on the Fee Schedule adopted by the Village Board. For Minor Subdivisions, the fee is \$100.

Plat & Site Plan Please prepare a (1) plat plan and (2) site plan consistent with the Village Form-Based Code and Route 4 Corridor Design Guidelines. Copies are same are available on the Village’s website and at the Village Clerk’s office.

The Board may, at its discretion, waive certain Design Guidelines or require the submission of additional information not specified in said Guidelines. If the applicant desires to have specific Guidelines waived, this shall be so noted with the application. Waiver of any Code requirements shall require a variance.

Standard Plat and Site Plan Notes: The following notes are the minimum requirement on all plat and site plans. Additional notes may be necessary as requested by the Village Board of Trustees.

This property may border a farm. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, odor, smoke, noise and vibration.

- 1. This proposal includes a total of [] ± acres and lies within the Village of Stillwater Form-Based Code _____ transect zone.
Min lot size: _____sf
Min lot width @ bldg line: _____ft
Setbacks:
Front: _____ ft
Side: _____ ft
Rear: _____ ft
- 2. Parcel is identified as tax parcel [], Village of Stillwater, Saratoga County, New York.
- 3. The average lot size is [] sq. ft.

Short or Full Environmental Assessment Form pursuant to the N.Y.S. State Environmental Quality Review Act (SEQRA). Whether a short or long form is required is dependent upon whether the application is classified as “Type 1” or “Unlisted”. These forms are available from the Village Clerk.

The following additional items may be necessary following your initial submission:

- Public Notice Mailing Fee.** The need for a public hearing is determined by the Board. The cost is based on the number of parcels within 500-feet of project site parcel boundaries. This fee must be paid to the Village no later than 14 business days prior to the scheduled public hearing and is not part of any applicant funded escrow accounts.
- Engineering, Legal and Consulting Escrow fees.** To be determined by the Village per Village of Stillwater Form-Based Code Setion 8.9.
- Additional copies of initial submission listed above for SEQRA Coordination:** if the Board deems the application as a Type I or Unlisted Action under SEQRA, the applicant must provide the required number of additional copies for submission of appropriate information to interested and involved agencies. Failure to do so in a timely manner may delay processing of the application. The Village may provide additional copies on the applicant’s behalf; however the Village does so assuming no responsibility for completeness of this information. Furthermore, the Village will hold the applicant responsible for any associated costs for making additional copies.

Part III: Signatures:

To the best of my knowledge the information provided in this application and on the attached plans and accompanying documentation is true and accurate.

I, the undersigned, have thoroughly read and understand this application and the list of items to be shown on the plans and documents for review and I consent to all of the requirements set forth herein.

APPLICANT/OWNER SIGNATURE*

PRINT OR TYPE NAME OF SIGNED

*** Applicant must either be the owner of the subject property, or a party with a purchase agreement for the property. A copy of the purchase agreement must be attached.**

AUTHORIZATION TO ACT AS AGENT FOR:

In the event that the owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, _____, owner of the premises located at _____
Number Street

TAX ID _____, hereby designate, _____
Section Lot Block Printed Name of Agent

as my agent regarding this application for review.

Village of Stillwater Approval Block:

VILLAGE OF STILLWATER BOARD OF TRUSTEES APPROVAL

APPROVED BY RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF STILLWATER, NEW YORK, ON THE ____ DAY OF _____, 20__ SUBJECT TO ALL REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION. ANY CHANGES, ERASURES, MODIFICATIONS OR REVISIONS OF THIS PLAT, AS APPROVED, SHALL VOID THIS APPROVAL SIGNED THE ____ DAY OF 20____ BY:

Village Mayor