

# VILLAGE OF STILLWATER

INCORPORATED 1816

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STILLWATER, NY 12170  
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## SITE PLAN APPLICATION

**Project #**

**Fee: \$100.00**

**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.

**Site Plan.** Please prepare a 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 Plan Notes:** The following notes are the minimum requirement on all plans. Additional notes may be necessary as requested by the Village Board of Trustees.

- 1. 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.
- 2. 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
- 3. Parcel is identified as tax parcel [ ] , Village of Stillwater, Saratoga County, New York.
- 4. 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