



**Town of Halfmoon**  
**2 Halfmoon Town Plaza**  
**Halfmoon, NY 12065**  
**371-7410 ext. 2601**  
**Fax: 371-0304**  
**Planning Department**

**Addition to Site Plan**  
**Application Fee:**  
**Concept-\$.07 per SF of Building**  
**Preliminary/Final-\$.12 per SF of Building**

**Project #:** \_\_\_\_\_

Business/Project Name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\*An "Owner Authorization" form must to be submitted if you do not own the property.**

**Property Owner (if different):**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Business Representative: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**Site:**

- a. Number of lots included: \_\_\_\_\_
- b. Parcel identification # (SBL#) of lots included: \_\_\_\_\_
- c. Zone: \_\_\_\_\_
- d. Size/Acres: \_\_\_\_\_
- e. Number of existing buildings: \_\_\_\_\_ Number of proposed buildings: \_\_\_\_\_
- f. Existing Building Size: \_\_\_\_\_
- g. Proposed Building/Addition(s) Size: \_\_\_\_\_
- h. Existing Number of Parking Spaces: \_\_\_\_\_ Proposed # of Spaces: \_\_\_\_\_
- j. Applicant's proposed action: **(CHECK ALL THAT APPLY)**  
 Modification to existing structure(s)  Addition/changes to existing site  New Structure

Hours of operation:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

Number of employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_

Date property was acquired by the applicant: \_\_\_\_\_

Describe any easements or other restrictions on this property: \_\_\_\_\_

**Applicant/Business Representative: Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(For Department Use Only)**

Planning Board Action: Approved  Disapproved  Reason for Disapproval: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Instruction for Applying for Approval of an Addition to a Commercial Site Plan**

**Preliminary Discussion:**

You must set up a preliminary meeting with the Town Planner to review the application, all zoning and site requirements. A fairly accurate map will be needed at this time to allow discussion of final plan requirements. Since you will need a survey prepared by a licensed professional engineer/surveyor for the final approval, you may wish to retain such services to assist you at this stage.

**Final approval:**

For final approval of a Commercial Site Plan, the following must be submitted to the Planning Board:

- A completed application.
- **A narrative describing all activities proposed for the site.**
- A plan of the entire site prepared and signed by a licensed professional engineer. The plan must show:
  - A. Boundaries and area of lot
  - B. Public and private Roads
  - C. Adjacent land owners and structures
  - D. Small indicator area map showing location of commercial site
  - E. Existing and proposed structures
  - F. Entrance and exit details and traffic flow patterns
  - G. Parking spaces with the basis for calculating the number required.
  - H. Specifications for parking, driveway sub-base and driveway
  - I. Landscaping and buffers as required
  - J. Outdoor lighting
  - K. Sign location and specifications
  - L. Indication on site drainage characteristics
- **10** copies of the site plan.
- A site plan and a narrative for those connecting to county sewer **MUST** be submitted directly to:
  - Saratoga County Sewer District #1
  - Attn: Chad M. Cooke, PE, Executive Director
  - P.O. Box 550
  - Mechanicville, NY 12118
- A site plan and a narrative for those connecting to town water **MUST** be submitted directly to:
  - Town of Halfmoon Water Department
  - 8 Brookwood Rd
  - Waterford, NY 12188

- A site plan and narrative **MUST** be submitted to the Fire Department for which the plan pertains:

Hillcrest Fire Department  
145 Pruyn Hill Road  
Mechanicville, NY 12118

Clifton Park/Halfmoon Fire Department  
38 Old Rte. 146  
Clifton Park, NY 12065

Waterford/Halfmoon Fire Department  
315 Middletown Rd  
Waterford, NY 12188

West Crescent Fire Department  
1440 Crescent Rd  
Clifton Park, NY 12065

**Please contact the Planning Department with questions in regards to Fire Districts**

- For applications that are proposing public water, final plans for stamping must be submitted to the Town of Halfmoon Water Dept. prior to final stamping by the Planning Dept.

**Incomplete applications will not be accepted for review.** Applications submitted by deadline will be placed on the agenda at the discretion of the Planning Department. Once the Planning Board determines the application is complete, it will continue its review until either approval or disapproval is determined. The Planning Board convenes the second and fourth Monday of the month at 7pm.

**Subdivision applications require a Public Hearing to be scheduled and held prior to the Planning Board taking final action on the proposed subdivision. Please contact the Planning Department for the Public Notice Fee requirements for all subdivision applications.**

**Please be aware that you must contact the Building Department for permit requirements following Planning Board approval at 371-7410 ext. 2502 Monday thru Friday 8:00am to 4:00pm. A fire inspection will need to be scheduled 2-3 weeks following the issuance of a certificate of occupancy. A 4" postal or suite number is required and must be seen from the road for all homes, tenant spaces and commercial buildings.**

Thank you,

The Planning Department



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Planning Department  
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(518) 371-7410 ext. 2601  
(518) 371-0304 - Fax**

**OWNER AUTHORIZATION FOR SITE PLAN/SUBDIVISION REVIEW**

The undersigned, who is the owner of the premises known as  
....., identified as Tax Map #.....hereby  
authorizes .....to bring the application before  
the Planning Board of the Town of Halfmoon for site plan review/subdivision approval.

The undersigned further permits the Town or its authorized representative  
access to the property to review existing site conditions during the review process.

STATE OF NEW YORK        )  
COUNTY OF SARATOGA    )SS.

On this .....day of .....,Two Thousand and ....., before me,  
the subscriber, personally appeared ..... to me  
personally known and known to me to be the same person described in and who executed  
the within Instrument, and .....he.....acknowledged to me that .....he.....executed the same.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Notary Public