



**Town of Halfmoon
Two Halfmoon Town Plaza
Halfmoon, NY 12065
371-7410 ext. 2601
Planning Department**

**Minor Subdivision
(Subdivision of 1-4 Lots)
Application Fee: \$112 per lot
created**

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:

Number of lots proposed: _____

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

Zone: _____

Size of existing lot: _____ acres

Size of proposed lots: _____ acres

Proposed Use: Residential Single Family Residential Multi-Family Commercial

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: _____

(For Department Use Only)

Planning Board Action: Approved Disapproved Reason for Disapproval: _____

Signature: _____ Date: _____



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Instruction for Applying for Approval of a Minor Subdivision
(Subdivisions resulting in 1-4 lots)

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 Minor Subdivision, the following must be submitted to the Planning Board:
- A completed application.
- A narrative describing all activities proposed for the site.
- A check to the Town of Halfmoon: **\$112.00** per new lot created. Duplex Lot - **\$112.00** per unit
- Preliminary plot to a scale not smaller than 50 feet to the inch drawn accurately to scale with dimensions shown and including bearings, distances and locations of iron pipes and other survey monuments.
- In addition, highways or other major public or private improvements, planned for future construction on or near the proposed subdivision, including those shown on the official map or master plan or those currently under review by the planning board, shall be shown.
- All continuous land owned or under option by the owner shall be shown. In some instances, parcels with large amounts of remaining lands can be shown on an insert map at a small scale at the discretion of the Board.
- Water elevations and surface information including groundwater elevation shall be noted where appropriate.
- All existing and proposed property lines, present zoning and building setback lines, easement and right of way lines with dimensions bearings or angle data, and curve data.
- All monuments, iron pipes and benchmarks labeled existing and proposed.
- Names of owners of all adjacent property.
- A north arrow showing reference to what meridian was used, (true north, magnetic north, etc.)
- Title block with current revision date.
- Location map.
- Proposed use of each lot.
- Water courses, marshes, rock outcrops and other important land features.
- Proposed water and sanitary wastewater disposal method if onsite wastewater disposal is proposed percolation information shall be provided.
- If an onsite water supply is to be utilized, a note stating all lot sales shall be contingent upon a contract addendum for the location of water flow capacity and portability in accordance with the New York State Health Department standards.

- The location of any existing and/or proposed structures, wells and septic systems (if applicable)
- Location of existing wells and septic system on adjacent parcels (if applicable)
- All regulated wetlands, classified streams and 100-year floodplain boundaries shall be included where appropriate.
- Final plot shall contain the signature and seal of a land surveyor, or engineer and a land surveyor, both registered in the New York State, or a qualified land surveyor under Section 7208, paragraph N of the Education Law.
- Public roads showing the name.
- Area of lots.
- Lots labeled A, B, C to correspond with designations on the application form.
- Topography of existing and proposed grades if specially requested by the Planning Board.
- Location of existing and proposed septic system and well including those on adjacent properties.
- Driveway location.
- Small indicator map showing area location of the subdivision.
- **10** copies of the subdivision map.
- A site plan and a narrative for those connecting to county sewer **MUST** be submitted directly to:

Saratoga County Sewer District #1
 Attn: James DiPasquale, 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 directly 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

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