



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

Special Use Permit
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:

Number of lots proposed: _____

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

Zone: _____

Size of existing lot: _____ acres

Size of proposed lots: _____ acres

Size of existing building(s): _____ SF

Size of proposed building(s): _____ SF

Describe Special Use Requested: _____

Proposed Use: Residential Single Family Residential Multi-Family Commercial

Hours of operation:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

Number of employees: Full-time _____ Part-time _____ Seasonal _____

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 Special Use Permit

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.

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 Pruyin 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