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Fees received by: \_\_\_\_\_ Date of submittal: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Receipt number: \_\_\_\_\_

Initial review, all of the required supporting materials have been provided:

\_\_\_\_\_



CITY OF SARATOGA SPRINGS

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MASTER DEVELOPMENT PLAN APPLICATION  
UPDATE JUNE 24, 2008

**Applicant & Project Information**

Project name: \_\_\_\_\_

Property owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Authorized agent: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Engineer: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Landscape architect: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

General location of the property: \_\_\_\_\_

Size of the subject property: \_\_\_\_\_ Proposed zoning: \_\_\_\_\_

Surrounding land uses: \_\_\_\_\_

Proposed number of dwelling units and units per acre: \_\_\_\_\_

General description of the proposed master development plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Supporting Materials

A proposed master development plan shall include, and the applicant shall identify, at a minimum, the information listed below. The applicant is required to submit seven (7) bound copies of the supporting materials. Five full-size sheets (24" x 36") and seven reduced (11" x 17") separate copies of all maps shall also be submitted. Additionally, an electronic copy of all drawings in a PDF format shall be submitted. Additional copies of the materials may be required when the proposal is scheduled for a Planning Commission meeting.

Seven bound copies to include the following:

1. Legal Description. A legal description of the property shall be submitted.
2. Vicinity Map. A vicinity map showing the approximate location of the subject parcel with relation to the other major areas of the City shall be submitted.
3. General Description. A general description of the proposed development together with a map indicating the general development pattern, land uses, densities, intensities, open spaces, park and recreation areas, trails and any other important elements of the project shall be submitted.
4. Infrastructure. Existing and proposed infrastructure including proposed roadways, utility locations and capacities along with the estimated impacts of the proposed master development plan on all public utilities including potable water, irrigation water, wastewater, transportation, storm drainage, fire protection, solid waste, parks and recreation demands of the proposed project.
5. Cost Estimate. An estimate of the cost to provide off-site utilities and other public infrastructure facilities to the site shall be submitted.
6. Existing Physical Characteristics. Existing Physical Characteristics of the site including waterways, geological information, fault lines, general soils data, contour data (2 foot intervals) shall be submitted.
7. Environmental Issues. Identify how environmental issues, if any, will be protected or mitigated, i.e. wetlands, historical sites, endangered plants, shorelines, flood plains.
8. Storm Drainage. Information relating to storm drainage including: 100 year 24 hour drainage flows, 10 year 24 hour storm water flows and proposed storm drainage facilities shall be submitted.
9. Traffic Impact Study. A traffic impact study prepared by a traffic engineer shall be submitted. The major street layout shall be submitted for the development.
10. Compatibility. A statement of how the proposed development is compatible with surrounding land uses and other areas of the City and how internal compatibility will be maintained shall be submitted.
11. Open Space. A statement or map indicating how the proposed Master Development Plan will comply with the City's open space and parks and recreation regulations shall be submitted.
12. Land in Same Ownership. Adjacent land in the same ownership as the applicant must be included in the proposed master development plan area.
13. Public Notice. Stamped and addressed business size envelopes (please do not include return addresses on the envelopes) to all owners of property located within 300' of the boundary of the proposed project and a list containing the names and addresses of those owners as listed in the current County records shall be submitted.

14. The processing fee of \$12,000.00 shall be paid in full. If the request is for an amendment to an approved Master Development Plan the fee shall be \$2,500.00. A Newspaper Public Notice Fee of \$75.00 per advertisement shall be paid in full.

**Applicant Certification**

I certify under penalty of perjury that this application and all information submitted as a part of this application are true, complete and accurate to the best of my knowledge. I also certify that I am the owner of the subject property and that the authorized agent noted in this application has my consent to represent me with respect to this application. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that The City of Saratoga Springs may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Saratoga Springs Land Development Code and that items and checklists contained in this application are basic and minimum requirements only and that other requirements may be imposed that are unique to individual projects or uses. Additionally, I agree to reimburse the City of Saratoga Springs all amounts incurred by the City in excess of the base fee required by the Consolidated Fee Schedule to review and process this submitted application and agree to comply with Resolution No. 99-01218-01. I also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_