

TOWN OF MOREAU
NEW YORK
351 REYNOLDS ROAD • MOREAU, NY

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APPLICATION FOR SITE PLAN REVIEW

TOWN OF MOREAU
BUILDING DEPARTMENT

FOR INTERNAL USE ONLY

APPLICANT: Brian McKenzie APPLICATION #: Site Plan Review
Moreau Commons ZONING DISTRICT: _____
1377 RT9 DATE SUBMITTED: 6/4/25
DATE ACCEPTED: _____
HEARING DATE: _____
☐ PRELIMINARY ☐ FINAL

APPLICANT INFORMATION:

1. Applicant(s): Executive Property Services LLC
Street Address: 68 Sprer Falls Rd.
City, State, Zip: Consewot NY 12831
Telephone #: 518-302-0328 Fax #: _____
E-mail Address: Bmck 1313 @ gmail.com
2. Agent: N/A
Street Address: _____
City, State, Zip: _____
Telephone #: _____ Fax #: _____
E-mail Address: _____
3. Owner: Executive Property Services LLC
Street Address: _____
City, State, Zip: _____
Telephone #: _____ Fax #: _____
E-mail Address: _____

RELATIONSHIP TO THE PROPERTY:

OWNER: ☒ Yes ☐ No

LESSEE: ☐ Yes ☒ No

AGENT: ☐ Yes ☒ No

If an agent, please attach an Agent Authorization Form.

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GENERAL INFORMATION:

NAME OR TITLE OF SUBDIVISION: Moreau Commons
ADDRESS: 1377 Rt 9 Saratoga Rd.
TAX MAP # (ALL PARCELS): 68.3-1-13.11
ZONING DISTRICT: C-1 CURRENT LAND USE: Vacant
TOTAL SITE AREA (ACRES/SF): 2.045 ±
PARKING: 63 vehicle spaces; — truck spaces; — trailer spaces
ESTIMATE PROJECT VALUE UPON COMPLETION: \$ 250,000

OTHER APPROVALS REQUIRED:

State Environmental Quality Review Act (SEQRA)

Please complete, sign and attach the appropriate Environmental Assessment Form.

Federal

NYS Department of Health

NYS Department of Environmental Conservation

NYS Department of Transportation

Saratoga County Department of Public Works

Moreau Highway Department

Moreau Water Department

Moreau Sewer Department

☐ Type 1 ☐ Type 2

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☐ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

DESCRIPTION:

1. Please describe the primary and secondary uses (residential, commercial, industrial, institutional, open space, etc.), the area association with each use, and building sizes.

Multi use building, Barber shop, Detail shop,
Fram dept, Foul, nail salon, offices, etc.

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2. Please describe the length of time needed to complete the project and if relevant, the phases and number of phases needed to complete the project.

phase 1 - Sept first - front of building, parking lot, drainage

Phase 2 - Jan first Rear of building, parking

Phase 3 - new addition TBD

3. Please describe the current condition of the project site (e.g. buildings and structures present).

Building in good Condition

4. Please describe the current character of adjoining and surrounding properties.

New Hoffman's Car wash, and will be working with habitat for humanity for water in parking lot issues

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CHECKLIST OF SITE PLAN REQUIREMENTS:

The following items, existing and proposed, shall be notated on a stamped and signed survey map:

☐ 1. General:

- Sheet # ☐ Title, name, address of applicant and person responsible for preparation of drawing.
- Sheet # ☐ Deed.
- Sheet # ☐ North arrow, Tax Map ID, date prepared, and scale (minimum 1 in. = 50 ft.).
- Sheet # ☐ Boundaries of the property plotted to scale and zoning boundary.
- Sheet # ☐ Principal structures, accessory structures with exterior dimensions.
- Sheet # ☐ Existing and proposed site improvements, including outdoor storage areas, driveways, parking areas, etc.
- Sheet # ☐ Setbacks for all structures and improvements.
- Sheet # ☐ Elevations and floor plans of all proposed and affected structures.

☐ 2. Water and Sewer:

- Sheet # ☐ Percolation test location and results.
- Sheet # ☐ Project sewage disposal facilities, design details, and construction details.
- Sheet # ☐ Separation distances for proposed sewage disposal system to well(s) and bodies of water.
- Sheet # ☐ Water supply and septic on adjoining lots with separation distances to existing or proposed on-site water supply and septic.
- Sheet # ☐ Existing public or private water supply. Method of securing public or private water, location, design, and construction of water supply including daily water usage.

☐ 3. Parking/Permeable Areas:

- Sheet # ☐ Number of existing and proposed parking spaces required for the project, including calculation and justification.
- Sheet # ☐ Number of existing parking spaces, number to be removed, number to be maintained, and type of surfacing material.
- Sheet # ☐ Existing and proposed provisions for pedestrian and handicap access and parking.
- Sheet # ☐ Existing and proposed design details of ingress, egress, loading areas, and cutting..
- Sheet # ☐ Existing and proposed traffic patterns of pedestrian and vehicular traffic. If trucks are entering or leaving the site, adequate space for turn radius will need to be verified.
- Sheet # ☐ Existing and proposed outdoor lighting, location and design.
- Sheet # ☐ Percentage of permeability and percentage of lot coverage.

☐ 4. Miscellaneous:

- Sheet # ☐ Location, size, type, design, and setbacks for existing and proposed signage.

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100 { Sheet # ☐ Location, design and construction details of all existing and proposed site improvements, including drains, culverts, retaining walls, fences, and hydrants.

Sheet # ☐ Location an description of vegetation and tree coverage, snow removal areas, and trash receptacles.

CHECKLIST OF SITE PLAN REVIEW APPLICATION COMPLETENESS:

PRELIMINARY SITE PLAN APPLICATION: As per §149-37 of the Town Code, the applicant shall provide the Building Department with the following documentation attached to each copy of this application:

- ☐ 1. Map of the applicant's entire lot, plot or parcel of land at the scale of one inch equals 50 feet, unless the Planning Board determines a different scale more appropriate.
- ☐ 2. Area Map showing all properties, subdivisions, streets, watercourses and easements which pass through the property or are known to abut the applicant's property.
- ☐ 3. Topographic Map showing contours at five-foot intervals.

Each map shall show the following:

- ☐ Name and address of the applicant, vendee, contract vendee or owner and title of drawing.
 - ☐ North symbol, date and scale.
 - ☐ Name address, title and license number of the person or firm responsible for the preparation of the map.
 - ☐ Entire parcel of property plotted to scale.
 - ☐ Watercourses, if any, and direction of drainage flow.
 - ☐ Location of planned use or uses; height, length and width of building or buildings; yard requirements; parking areas and interior road plan.
 - ☐ Location of existing or proposed site improvements; the accurate placement of all drains, culverts, walls, fences, water and utilities; location and means of sewage disposal; location and size of proposed signs; placements of proposed lighting facilities; the area proposed for various uses for which building is planned; existing areas of vegetation and trees, including general description.
 - ☐ Overlay showing areas of probable flooding, ponding or erosion or slopes in excess of 10%.
- ☐ 4. Preliminary Site Plan, which includes all of the items listed in the "Site Plan Requirements" section beginning on page 3.
 - ☐ 5. Stormwater pollution plan (SWPPP) consistent with the requirements, criteria and standards of Chapter 120 Stormwater Management and Erosion and Sediment Control of the Town Code.

Please note that an escrow amount to pay for the cost of the SWPPP review will be established and a deposit to the escrow account by the applicant in the amount of \$2,500 is necessary prior to the commencement of the review by the designated Town engineer.

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- ☐ 6. Completed and signed Part 1 of the appropriate Environmental Assessment Form. Paper copies are available at the Building Department in Town Hall or electronically at <https://www.dec.ny.gov/permits/6191.html>.
- ☐ 7. Completed and signed "Authorization to Act as Agent For" form (if applicable).
- ☐ 8. Additional information requested by the Planning Board.

FINAL SITE PLAN APPLICATION: As per §149-41 of the Town Code, the applicant shall provide the Building Inspector and/or Code Enforcement Officer with a final site plan application, accompanied by the final site plan and related documents if the Planning Board grants the applicant conditional approval.

The following documents shall be provided with the site plan application:


- ☐ 1. Final Site Plan, which includes all of the items listed in the "Site Plan Requirements" section beginning on page 3.
- ☐ 2. Additional information requested by the Planning Board.


Please return the original application, with all pages intact, along with ten (10) paper copies and an electronic copy, including required information and documentation. The electronic copy may be submitted on a flash drive or emailed to biclerk@townofmoreau.org.

NOTE: The application will not be scheduled on the Planning Board agenda until all paper and electronic copies have been received by the Town Building Department.

Also note that the information to be provided is not limited to the space on this form. If additional space is needed, please use separate sheets and indicate the enclosure number or page number for the attached sheets in the related space provided on this application.

Signature


Applicant (print and sign)


Date

Agent (print and sign)

Date