Frequently Asked Questions:
Saratoga Springs Planning
Office of Planning & Economic Development
Each day, the Saratoga Springs Office for Planning & Economic Development receives calls from local business owners with questions about their properties. While we are happy to field these inquiries, much of the information that callers request of us can be easily (and often, more quickly) accessed from your computer. By creating this guide, we hope to provide you with instant, around-the-clock access to this information whenever you may need it.

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**Determining Your Zoning District**

Figuring out which Zoning District your property belongs to is as easy as locating it on our online [Zoning Map](#).

For our example, we will figure out the zoning information for the Saratoga Springs City Hall (474 Broadway). First, access the map either at [this link](#) (if you are viewing this document on a computer) or at the following URL:

www.saratoga-springs.org/DocumentCenter/View/3444
Next, you will locate the property in question on the map. Once you have found your property, make note of its color and pattern on the map.

The area containing City Hall (marked with a star) is magenta with a vertical cross-hatch pattern.
Finally, find the corresponding entry on the map’s key (found on the bottom of the page).

The Zoning Map Key, outlined in black and red, can be found at the bottom of the map.

The key entry with the same pattern as your property is your zoning district; as we can see here, City Hall is in Transect Zone 6 (T-6), also known as the “Urban Core.”

The pattern for T-6 matches the pattern for City Hall - this means that City Hall is in Transect Zone 6.

Finding Your Tax ID # (SBL)
A variety of information regarding your property, including your Tax ID # (also known as an SBL), is available to you through the easy-to-use Saratoga County Tax Parcel Search Tool.

Once again, we will be using the Saratoga Springs City Hall (located at 474 Broadway) as our example. First, access the Parcel Search tool either at this link (if you are viewing this document on a computer) or at the following URL:

http://saratoga.sdgnys.com/search.aspx
Above is an image of the Saratoga County Parcel Search page, which can be found here

Next, you will need to enter identifying details about your property into the search tool. Generally, we suggest that you simply enter in the *Street #* and *Street Name* of your property for the best results (note: words like “Lane” or “Drive” in the *Street Name* box should be abbreviated to “ln” or “dr”). You do not need to enter information into every box. When you have finished, the “Search” button will change to say “Go to the Property.” Click this button to proceed to the next step.

Saratoga County Search

1 properties match your search criteria

<table>
<thead>
<tr>
<th>Municipality</th>
<th>All Municipalities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax ID / SBL</td>
<td></td>
</tr>
<tr>
<td>Last Name *</td>
<td></td>
</tr>
<tr>
<td>First Name *</td>
<td></td>
</tr>
<tr>
<td>Street #</td>
<td>474</td>
</tr>
<tr>
<td>Street Name</td>
<td>Broadway</td>
</tr>
</tbody>
</table>

Once you have typed in the address of your property, you are ready to click “Go to the Property”

The results page displays a number of important details about your property; the Tax ID # can be found near the top of the chart, under the “Municipality of ___” section header.
Architectural Review Districts
Saratoga Springs contains a number of special historic districts — if your property falls within one of these districts, any exterior changes to your property will need to be approved by the Design Review Commission (DRC) in order to maintain the historic integrity of our city’s core. You can figure out the status of your property by consulting the Historic Zoning Map.

Once again, we will be using the Saratoga Springs City Hall (located at 474 Broadway) as our example. First, access the Historic Zoning Map either at this link (if you are viewing this document on a computer) or at the following URL:

http://www.saratoga-springs.org/DocumentCenter/View/3888
Simply locate your property on the map and determine if it is in one of the eight shaded historic areas. We can see that City Hall is indeed within the Broadway Area and would require approval from the DRC in order to make any exterior changes.
Land Use Board Decisions
Recent decisions by the Zoning Board can be found online here or at the following URL:

http://www.saratoga-springs.org/DocumentCenter/View/3888

For older decisions, you will need to consult the meeting minutes. To do so, you must first access the online Planning Board Meeting Archives. From here, your next steps will be determined by how much information you have available to you.

Above is an image of the Planning Board Meeting Archives, which can be found here

If you know the date of the meeting during which your application was decided, simply navigate to the meeting held on that date and download the agenda.
You can also search for agendas containing certain keywords with which your property might be identified (such as your last name or your application’s planning board number).

After entering your start/end dates and any key words/phrases, search by clicking the magnifying glass.

**Determining Uses For Your Property**

The allowable uses of properties in your zoning district can be determined by consulting the Saratoga Springs Zoning Ordinance’s Use Schedule, which can be located online here or at the following URL:

http://www.saratoga-springs.org/DocumentCenter/Home/View/243#page=5

Once you have figured out which zoning district your property belongs to [for help with this, please see this earlier section], simply consult the chart.

As we learned earlier, Saratoga City Hall lies in the T-6 District. We now know which uses of the property would be permitted with site plan approval or a special use permit.
Determining Setback Requirements
As with information regarding permitted property usage, the setback requirements for your zoning district (the distance which must separate structures from the property line) can be found on the Saratoga Springs Zoning Ordinance’s Area & Bulk Schedule, which can be found online here or at the following URL:

http://www.saratoga-springs.org/DocumentCenter/Home/View/243#page=13

Once you have figured out which zoning district your property belongs to [for help with this, please see this earlier section], simply consult the chart.
Obtaining A Survey Of Your Property

Although the City does not retain records of every property survey, if you have previously filed a survey with the City Building Department there is a chance that they will be able to provide you with a copy of that document.

You can contact Katie Farone at the Building Department by email at kathleen.farone@saratoga-springs.org or by phone at 518-587-3550 (ext. 2511). If your survey is not on record, you will need to contact a private surveyor to have a new one done.