



Town of Clifton Park

Planning Department

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TO: Applicants and Consultants

FROM: John Scavo, Director of Planning

RE: **PLANNING BOARD REVIEW FOR 2010**

DATE: January 2, 2010

Enclosed please find the following information:

- * Submission Deadline/Meeting Schedule for 2010.
- * Submission Guide.
- * Fee Schedule.
- * Subdivision, Site Plan and PUD Application Forms.
- * Billing Contact Form.
- * Short Environmental Assessment Forms (Please note for larger projects the Planning Board will require the Long Environmental Assessment Forms to be completed and as such applicants may choose to complete such for their initial submittal to expedite the review process).
- * Owner Authorization Form for Site Plan/Subdivision Review.
- * Stormwater Pollution Prevention Plan (SWPPP) Checklist.
- * Stormwater Certification Forms Parts A, B, & C.
- * Stormwater Control Facility Maintenance Agreement.
- * Ethics Disclosure Form.
- * Postal Verification Form.
- * 500' Notification Requirements & Request Form.
- * Agricultural Data Statement Form.
- * Standard Notes (for use where applicable).
- * ECC Standard Notes.

Our internet address is: www.cliftonpark.org/townhall/planning.asp. Information available at the site includes: Planning Board Agendas, Planning Board Meeting Minutes, Schedule of Fees, the Open Space Program, and the forms described above. All forms are available online as PDF forms that can be saved and submitted via e-mail.

Important Notes for 2009:

1. We will reinforce the policy of only COMPLETE applications being accepted for placement on the Planning Board's next agenda. Please ensure that all necessary forms are included, forms are signed etc. If you have questions regarding forms, calculation of fees, etc., please call to clarify PRIOR to submission day.
2. All application forms and submittal materials are also required to be submitted electronically in a TIF format on disk accompanying the hard copy submittal.

3. A completed Stormwater Pollution Prevention Plan (SWPPP) checklist must now be included with any SWPPP submitted as part of project review (available online and in hard copy). The checklist includes basic required elements; other items may continue to be required for review based on specific project needs.
4. No applications will be accepted if the applicant owes any outstanding Town fees.

The Planning Department and Planning Board wish to remind you of the following:

1. Pursuant to a letter we received from NYSDOH in Glens Falls, you should be aware that NYSDOH considers all Realty Subdivisions (subdivisions of four or more lots each less than five acres in size: to be a Type I Action pursuant to SEQRA. As such a Full Environmental Assessment Form must be prepared and a Coordinated Review undertaken by the Lead Agency for all Realty Subdivisions.
2. Please submit ***ENGINEERING fees in a SEPARATE check*** made out to the Town of Clifton Park. Please submit ***INSPECTION ESCROW fees in a SEPARATE check (please include Fed. Tax ID or SS# on check)*** made out to the Town of Clifton Park. Checks that combine fees will not be accepted.
3. The maximum sheet size for submissions shall be **30" x 42"**. Please **FOLD MAPS**. In addition to the regular submission maps for site plan or subdivision, ten (10) **reduced** maps, **not larger than 11" x 17"** shall be submitted at conceptual **and** preliminary review.
4. The Board will be strictly enforcing §208-115C – “Lighting Plan: All site plans shall include a lighting plan, which shall delineate the type of fixture to be used and the subsequent lighting pattern, the height of the fixture and the wattage of the light system utilized”. A map showing the foot-candles of the lighting plan may also be required.
5. Any subdivision which applies for approval with a private sewer system will be required to agree in writing that the system will be turned over to the Saratoga County Sewer District or other appropriate entity, at no cost and when requested.
6. All septic systems in a proposed subdivision shall be designed and stamped by a licensed Professional Engineer and reviewed by the Town Engineer prior to release of stamped plans unless the Town Engineer and the Planning Board waive this requirement.
7. As per Town Code Section 208-113, “Should more than six months have elapsed from the date of preliminary approval before the applicant seeks final site plan approval, the Planning Board may, in its sole discretion, require the applicant to resubmit his preliminary site plan and pay an additional preliminary fee pursuant to the provisions of this section.”

Plans for final stamping by the Planning Board shall contain an original stamp and signature of the design professional on each set and be submitted as follows:

Subdivisions - 7 complete sets of paper; 2 complete sets of mylars.

Site Plans - 10 complete sets.

Please call if you have any questions or concerns about this information. We look forward to working with you during the coming year.