



Town of Clifton Park

Planning Department

One Town Hall Plaza | Clifton Park, New York 12065 | (518) 371-6054 | FAX: (518) 371-1136

TO: Applicants and Consultants

FROM: John Scavo, Director of Planning

RE: **PLANNING BOARD REVIEW FOR 2012**

DATE: January 2, 2012

Enclosed please find the following information:

- ❖ Submission Deadline/Meeting Schedule for 2012.
- ❖ Submission Review Process.
- ❖ Fee Schedule.
- ❖ Open Space/ECC Standard Notes.
- ❖ Planning Board Review Submittal Checklist.
- ❖ Site Plan 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 Review.
- ❖ Ethics Disclosure Form.
- ❖ Postal Verification Form.
- ❖ Agricultural Data Statement Form. (where applicable)
- ❖ 500' Notification Requirements & Request Form.
- ❖ Stormwater Pollution Prevention Plan (SWPPP).
 - Checklist.
 - Stormwater Certification Forms Parts A, B, & C.
 - Stormwater Control Facility Maintenance Agreement.

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. All forms are available online in PDF format.

Important Notes for 2012:

1. Only **COMPLETE** applications will be accepted for placement on the Planning Board's next agenda. Please ensure that all necessary forms and payments 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 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. All Planning Board Fees and escrow payments must be current at the time of submittal as well as any new fees required at submittal. No Exceptions will be made.

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

1. 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.
2. The maximum sheet size for submissions shall be **30" x 42"**. Please **FOLD MAPS**. In addition to the submission of seven (7) large format maps, ten (10) **reduced** maps, **not larger than 11" x 17"** shall be submitted at conceptual **and** preliminary review.
3. 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. International Dark-Sky Association approved lighting is preferred.
4. **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 **7** complete sets of paper.

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



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2012 Planning Board Schedule

Meetings Begin at 7:00 pm

<u>Meeting Dates</u>		<u>Submittal Deadlines (at noon)</u>
Tuesday, January 10, 2012		Wednesday, December 21, 2011
Tuesday, January 24, 2012		Wednesday, January 04, 2012
Wednesday, February 15, 2012		Wednesday, January 25, 2012
Tuesday, February 28, 2012		Wednesday, February 08, 2012
Tuesday, March 13, 2012		Wednesday, February 22, 2012
Tuesday, March 27, 2012		Wednesday, March 07, 2012
Tuesday, April 10, 2012		Wednesday, March 21, 2012
Tuesday, April 24, 2012		Wednesday, April 04, 2012
Tuesday, May 08, 2012		Wednesday, April 18, 2012
Wednesday, May 23, 2012		Wednesday, May 02, 2012
Tuesday, June 12, 2012		Wednesday, May 23, 2012
Tuesday, June 26, 2012		Wednesday, June 06, 2012
Tuesday, July 10, 2012	*	Wednesday, June 20, 2012
Tuesday, August 14, 2012	*	Wednesday, July 25, 2012
Tuesday, September 11, 2012		Wednesday, August 22, 2012
Tuesday, September 25, 2012		Wednesday, September 05, 2012
Wednesday, October 10, 2012		Wednesday, September 19, 2012
Tuesday, October 23, 2012		Wednesday, October 03, 2012
Wednesday, November 14, 2012		Wednesday, October 24, 2012
Tuesday, November 27, 2012		Wednesday, November 07, 2012
Tuesday, December 11, 2012	*	Wednesday, November 21, 2012

*Note: * Only one meeting in the months of July, August, and December.*

Due to the high volume of submittals received by the Planning Department, we will not accept any late or incomplete submittal past the posted submittal deadline for each meeting.



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Site Plan Review Process

Application for Concept Plan Review

Upon receipt of an application for site plan review, a concept review shall be held between the Planning Board and the applicant to review the basic site design concept and generally determine the information to be required on the preliminary site plan. At the concept review, the applicant shall provide the data discussed below, in addition to a statement or rough sketch describing what is proposed.

An area map showing the parcel under consideration for site plan review and all properties, subdivisions, streets and easements within 200 feet of the boundaries thereof.

A map of site topography at no more than ten-foot contour intervals. Where required by the Town Engineer or Stormwater Management Officer, a topographical map showing contour intervals of not more than two feet of elevation shall also be provided.

Preliminary Site Plan Application

Landscape: All landscaping plans shall include a written narrative description of the proposed project addressing its scope of application, purpose, justification and impact on the immediate area of influence and the Town in general (schools, traffic generation, population, utilities, aesthetics and land use compatibility).

Site plan: A site plan, drawn to a scale of not smaller than one inch equals 30 feet, shall be submitted, **which shall include the following information:**

- All existing and proposed property lines, building setback lines, easements and right-of-way lines, with dimensions, azimuths or angle data and curve data.
- All existing zoning and Planned Development District boundary delineations.
- All monuments, iron pipes and bench marks.
- The names of owners of all adjacent property.
- Street names
- A North arrow.
- A standard title block.
- A key map.
- Proposed use.
- Contour lines at two-foot intervals, minimum United States Geological Survey datum.
- Wetlands, stream and other drainage corridors, flood hazard areas (from FEMA Flood Insurance Rate Map); groundwater aquifers and/or recharge areas, Town Land Conservation Zones; ponds; reservoirs; habitat areas of rare; threatened or endangered species, significant forested areas; and any other important environmental features. Additionally, the boundaries of environmental areas

to be left undisturbed and/or protected through deed restrictions, conservation easements or other agreements shall be shown. (These boundaries shall also be marked in the field prior to the start of soil disturbance activity, other than to install temporary soil erosion control measures, and left on-site until the Building and Development Department has made the final inspection.)

- The location of outdoor storage, if any.
- Provision for pedestrian access.
- The location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, berms and fences.
- The location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, berms and fences.
- The location of fire and other emergency zones, including location of fire hydrants.
- A description of the method of sewage disposal and location, design and construction materials for such facilities.
- A description of the method of securing water and the location, design and construction materials for such facilities.
- Traffic circulation shown so as to provide for the safety and ease of vehicular movement.
- The location, design and construction materials of all parking and truck loading areas.
- Parking provisions.
- A parking plan shall delineate the number of parking spaces and the parking arrangement, including parking and pedestrian walkways for the handicapped
- All buildings, sidewalks and lighting, as well as the location of heating and air-conditioning units, trash bins and any other outdoor storage or machinery, shall be shown on the plans.
- The location of all outdoor lighting facilities.
- A delineation of the arrangement, location, species and dimensions of all existing and proposed landscaping materials. All landscaping vegetation shall be labeled with both the common and botanical names.
- A planting schedule listing each plant, shrub or tree, its approximate initial size and the quantity of each proposed.
- Proposed site grading.
- Stormwater management and erosion control plan. For applications involving soil disturbance of more than five acres and for those with one to five acres of soil disturbance that, due to the nature of the disturbance, require additional detail, a stormwater management and erosion control plan shall be submitted in accordance with Chapter 86, Article II, § 86-7, stormwater management and erosion control design standards, of the Code of the Town of Clifton Park.
- 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 systems utilized.

- Architectural plan - Whenever a site plan is required pursuant to Article XVI of Town Code and new construction is proposed for the site or the exterior facade of an existing building is to be modified in any way, the applicant shall, in addition, submit architectural drawings which shall include building elevations drawn to a scale equal or greater than 1/16 inch equals one foot. The elevations submitted shall include at least the following: front view, rear view and side view. The elevations shall show doorways, windows, loading areas, foundations, landscape planting, etc., and shall indicate the materials and exterior finishes to be used in construction. Pedestrian walkways, entrances and exits for use by the handicapped shall be provided in accordance with the New York State Uniform Fire Prevention and Building Code.

Review of Preliminary Site Plan; Public Hearing

The Planning Board's review of a preliminary site plan shall include, as appropriate, but is not limited to, the following considerations listed under Section 208-116 of the Clifton Park Town Code.

Consultant review. The Planning Board may, in the course of its review, consult the Town Building Inspector, Bureau of Fire Prevention, Highway Superintendent, Town Board, Zoning Board of Appeals, Environmental Conservation Commission, Parks and Recreation Committee, County Planning Board, other local and county officials and its designated private consultants and, in addition thereto, may consult with any representatives of the federal and state agencies whose advice would, in the opinion of the Planning Board, be helpful in making its determination, including but not limited to the Soil Conservation Service, the State Department of Transportation and the State Department of Environmental Conservation.

Public Hearing - The Planning Board may conduct a public hearing on the preliminary site plan. If a public hearing is considered desirable by a majority of the members of the Planning Board, such public hearing shall be conducted within 62 days of the receipt of the application for preliminary site plan approval and shall be advertised in the designated official newspaper of the Town and, in addition, if felt desirable, in a newspaper of general circulation in the Town at least five days before the public hearing. In determining whether or not to hold a hearing, the Planning Board will consider the degree of interest shown by other persons for the project and the extent to which a public hearing can aid in its decision making process by providing a forum for and an efficient mechanism for the collection of public comment. Whether to hold a public hearing is solely in the discretion of the Planning Board.

Within 62 days of the receipt by the Board of an application for a preliminary site plan approval or the preliminary public hearing, if one is held, the Planning Board shall act on it. If no decision is made within said sixty-two-day period, the preliminary site plan shall be considered approved. The Planning Board's action shall be in the form of a written statement, embodying the terms of the Planning Board's motion on the application, and shall state whether or not the preliminary site plan is approved, approved with modifications or disapproved. The Planning Board's statement may include required modifications to be incorporated in the final site plan, and conformance with said modifications shall be considered a condition of approval. If the preliminary site plan is disapproved, the Planning Board's statement will contain the reasons for such findings. In such a case, the Planning Board may recommend further study of the site plan and resubmission to the Planning Board after it has been revised or redesigned.

Application for Final Site Plan Approval

After receiving approval, with or without modifications, from the Planning Board on a preliminary site plan, the applicant shall submit a final, detailed site plan to the Planning Board for approval. If more than six months have elapsed since the time of the Planning Board's action on the preliminary site plan and if the Planning Board finds that conditions have changed significantly in the interim, the Planning Board may require a resubmission of the preliminary site plan for further review and possible revision prior to accepting the proposed final site plan for review.

The final site plan shall conform substantially to the approved preliminary site plan. It shall incorporate any modifications that may have been required by the Planning Board in its preliminary review. All such compliances shall be clearly indicated by the applicant on the appropriate submission. Any noncompliance shall also be noted. The following additional information shall accompany an application for final site plan approval:

- 1) Record of application for and approval status of all necessary permits from state and county officials.
- 2) Detailed construction drawings and final material specifications of all required improvements.
- 3) An estimated project construction schedule.

Public hearing. The Planning Board may conduct a public hearing on the final detailed site plan. Whether or not to hold such a public hearing is solely within the discretion of the Planning Board.

Stormwater pollution prevention plan: A stormwater pollution prevention plan consistent with the requirements of Local Law Number 15 of 2007 shall be required for site plan approval. EN The SWPPP shall meet the performance and design criteria and standards in Section C of this local law. EN The approved Site Plan shall be consistent with the provisions of this local law. [Added 12-17-2007 by L.L. No. 13-2007]

- 1) Prior to final site plan approval and issuance of a building permit, the applicant shall certify that the appropriate stormwater permits have been secured for stormwater discharges associated with construction activities and that the SWPPP has been prepared in accordance with the NYS SPDES requirements.

Expiration of Approval; Extension

The Planning Board approval shall be valid for one year from the date of issuance. If compliance with the site plan is not made by the applicant before the termination of this one-year period, said approval shall automatically terminate.

The Planning Board may, in its sole discretion, at the applicant's written timely request and, in any event, at least 30 days prior to the expiration of the initial one-year approval, grant the applicant an extension of time within which to comply with the site plan, provided that the applicant has made reasonable, good faith efforts to complete construction and implement the site plan as provided within the aforesaid one-year period, and further provided that such extension shall in no event exceed one year. No further extensions shall be permitted.

SCHEDULE OF FEES 2012
SITE PLAN REVIEW

Conceptual Review

Submittal Fee: \$50/0 to 2,000 GFA(gross sq. ft. of area) + \$15 each additional 1,000 GFA (*round up to the next whole thousand, eg. 3,001 sf=4,000 sf*).

Engineering Review Fee: \$1000 0 to 9,999 SF; \$2,000 for 10,000 – 100,000 SF; \$2,500 over 100,000SF.

CPWA Review Fee: Applicants are required to forward a copy of their paid receipt to the Planning Department in Town Hall.

Preliminary Review

Submittal Fee: \$500/0 to 2,000 GFA + \$80/each additional 1,000 GFA (*round up to the next whole thousand, eg. 3,001 sf=4,000 sf*).

Engineering review fee: \$2500 0 to 5,999 SF; \$3,000 for 6,000 – 100,000 SF; \$5,000 over 100,000 SF

Site Inspection

To be determined based on estimates per Final Review Letter
Payable prior to stamping of plan.

STANDARD NOTE FOR PERMANENT OPEN SPACE AREAS:

The following uses/activities shall not be allowed within the designated Permanent Open Space Area(s):

1. Construction of principal or accessory buildings including sheds, barns and other improvements including but not limited to pools & fences.
2. Grading of Land.
3. Clearing of vegetation, including any pruning or removal of brush, dead wood, etc.
4. Installation of any utilities, either above ground or below ground.

The Permanent Open Space Area shall be established by either: Permanent deed restrictions written for each respective lot, or, by preparation of a written Deed of Permanent Conservation Easement” drafted in consultation with the Town Planning Board Attorney, Town Open Space Coordinator, and Planning Staff to satisfy the Planning Board’s intent. Any deed restrictions must be incorporated into any proposed deeds for conveyances of these parcels of land. Each existing or future purchaser/owner of each respective lot with a Permanent Open Space Area(s)/Easement(s) shall be provided with a copy of the site or subdivision plan clearly depicting the Permanent Open Space.

Any modifications any of the Permanent Open Space Area must receive prior approval from the Town of Clifton Park Planning Board.

These restrictions will be incorporated into any proposed deeds for conveyances of these parcels of land.

ECC STANDARD NOTES:

HARMFUL / HAZARDOUS MATERIALS AND HEALTH ISSUES:

No salts, fertilizers, pesticides, or other materials may be used on this property where they will contaminate any wetland areas or surface water through runoff, leaching, or in any other manner which violates the New York State Environmental Conservation Law.

MARKING AREAS NOT TO BE DISTURBED:

The borders of all land that is to remain undisturbed shall be clearly marked on the site before site preparation begins. These on-site boundary markers shall remain until construction is completed and soils are stabilized.

EROSION AND WATER QUALITY CONTROLS:

All erosion and water quality controls shall be put in place at the initial phase of site preparation and shall be maintained until all construction ends and soils are stabilized.

FUGITIVE DUST AND DEBRIS:

The Applicant will control fugitive dust and debris during the construction/demolition phase of the project.

NOTICES REQUIRED

APPLICATIONS FOR PRELIMINARY REVIEW

Local Laws No. 4 and 5, adopted in 1990, require that, at the time of consideration for preliminary approval for all subdivisions and site plans, the applicant notify all landowners within 500 feet of the outer boundaries of the property being reviewed. Notification must be made by certified mail, but it is not necessary to send return receipt requested. At the preliminary submission, the applicant must provide proof of notification by submitting certified mailing receipts or a certificate of mailing (either to be stamped by the post office at the time of mailing).

The notification letter must include the following written statement:

“An application for subdivision (site plan) of lands within 500 feet of your property is being proposed. The subdivision (site plan) application will be filed with the Planning Department of the Town of Clifton Park and may be reviewed by you during normal business hours at Town Hall. Please call the Planning Department at 371-6054 if you have any questions about the procedures to review this application and the process for consideration of the proposal.”

The Planning Department recommends that you include in your notification letter the location of your project and a brief description of what you propose to do - DO NOT include the meeting date at which your project will be reviewed by the Planning Board.

At the time of submission of the application for preliminary subdivision (site plan) approval, the applicant shall submit, in addition to otherwise required documentation the following:

- a reproduced copy of the tax map depicting the parcel(s) of land proposed for subdivision (site plan) and all lands within 500 feet distance from the perimeter thereof
- a schedule of the names and addresses of the property owners within 500 feet from the perimeter of the lands proposed to be subdivided or considered for site plan approval
- satisfactory proof that the property owners within 500 feet of the perimeter of the lands proposed for subdivision (site plan) have been notified in writing of the nature (use, number of units, and approximate commercial square footage) of the proposed subdivision or site plan.
- a copy of the notification letter

The Planning Department is capable of supplying 500' notification information based on the following fee structure:

\$50.00

For the above fee the applicant will receive:

- One (1) 8 ½" x 11" map showing the parcel with a 500' buffer.
- A list of the parcel owners with owner addresses.
- Two (2) sets of mailing labels.

A copy of the **REQUEST FORM FOR 500' NOTIFICATION INFORMATION** is enclosed in the application

If you have any questions, please do not hesitate to call 518-371-6054.