



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.
- ❖ Standard Notes (for use where applicable).
- ❖ ECC Standard Notes.
- ❖ Planning Board Review Submittal Checklist.
- ❖ Subdivision 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 Subdivision 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 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. 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. 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 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.
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. International Dark-Sky Association approved lighting is preferred.
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 Law Section 276, “Duration of conditional approval of final plat. Conditional approval of the final plat shall expire within one hundred eighty days after the resolution granting such approval unless all requirements stated in the such resolution have been certified as completed. The planning board may extend by not more than two additional periods of ninety days each, the time in which a conditionally approved plat must be submitted for**

signature if, in the planning board’s opinion, such extension is warranted by the particular circumstances.”

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; **2** complete sets of mylars.

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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Subdivision Review Process

Concept Subdivision Plan

The concept plan shall include:

- 1) General street, lot and utility layout.
- 2) Conceptual drainage plan.
- 3) The boundaries of environmental areas to be left undisturbed and/or protected through deed restrictions, conservation easements or other agreements.
- 4) A vicinity map to a scale of not smaller than 400 feet per inch showing lands and roads in this area.

Site analysis map.

The site analysis map shall include:

- a. Contour lines at five-foot intervals to United States Geological Survey (USGS) datum.
- b. Wetlands, streams and other drainage corridors, flood hazard areas [from a Federal Emergency Management Agency (FEMA) flood insurance rate map], groundwater aquifers and/or recharge areas and Town L-C Zones, ponds and reservoirs.
- c. Areas of rare, threatened or endangered species.
- d. Significant forested areas and any other important environmental features.

Application for Preliminary Subdivision Plan Approval

A preliminary plat to scale not smaller than 50 feet to the inch drawn accurately to scale with approximate dimensions shown and showing the following:

- 1) All existing and proposed property lines, present zoning and building setback lines, easement and right-of-way lines with dimensions, azimuths or angle data and curve data.
- 2) The names of owners of all adjacent property.
- 3) All property reserved by the owner dedicated to public use or reserved for homeowners or private associations.
- 4) A North arrow.
- 5) Standard title block.
- 6) Key map.
- 7) Proposed use of each lot.
- 8) Contour lines at two-foot intervals to United States Geological Survey datum, watercourses, rock outcrops and other important land features, wetlands, streams 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.
- 9) Right-of-way lines, street paving and street stationing.
- 10) Sanitary sewers, stormwater management system and waterlines with all appurtenances, labeled to show size and material of each.
- 11) Stormwater management and erosion control plan prepared in accordance with Article XVI, § 208-115D of the zoning regulations of the Town of Clifton Park.
- 12) In addition, highways or other major public or private improvements planned for future construction on or near the proposed subdivision, including those shown on the Official Map or Master Plan.
- 13) All contiguous land owned or under option by the owner.
- 14) Water elevations and subsurface information, including groundwater elevation, where appropriate.
- 15) The plan and profile for each street with a horizontal scale of 50 feet to the inch and vertical scale of five feet to the inch, except that approximate stationing may be shown. In addition, profiles of present surface shall be shown on center line and both right-of-way lines of all streets and on center line of all easements.

Final Submission

This submission shall include all items required for preliminary submission and the following:

A final plat, to a scale not smaller than 50 feet to the inch showing the following:

- a. All monuments, iron pipes and bench marks (existing and proposed).
 - b. Street names.
 - c. A house number for each lot as determined by the Chief of the Bureau of Fire Prevention.
 - d. Standards of accuracy meeting Clifton Park requirements shall be noted on the map and certified by a land surveyor registered in New York State.
 - e. Street name signs and stop signs. (A letter of intent to install signs in locations approved by the Highway Superintendent may be accepted as a substitute.)
 - f. Standards of accuracy of elevations meeting Clifton Park requirements shall be noted on the map.
- The final plat shall contain the signature and seal of a professional engineer and of a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subdivision n, of the Education Law.

Plan/profile of each street and utility easement, with a horizontal scale of 50 feet to the inch and vertical scale of five feet to the inch showing the following (NOTE: Revised Addenda No. 2, adopted March 1980):

- a. All pavement, stormwater management systems, sanitary sewers and waterlines with appurtenances.
- b. Pavement and utility stationing, including all horizontal and vertical control points and grades.
- c. The signature and seal of a professional engineer and of a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subsection n, of the Education Law (Note: Revised Addenda No. 2, adopted March 1980).
- d. A North arrow.
- e. The standard title block.

SCHEDULE OF FEES 2012

SUBDIVISION REVIEW

- Conceptual Review - **Submittal Fee:** \$50/first 4 lots + \$15/each lot over 4.
Engineering Review Fee: \$750 (0-4 lots); \$1,500 (5-10 lots) \$2,000 (11 lots or more).*
- 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/first 4 lots + \$60/each lot over 4.
With possible determination **Engineering Review Fee:** - \$750 (0 to 4 lots); \$1,500 (5-10 lots) \$3,000 (11 or more lots)
500' Notice Labels: \$50.00 (waived if applicant does not require labels from Town and provides proof of mailing.)
- Revised Reviews **Engineering Review Fee:** \$750 (0 to 4 lots); \$1,500 (5-10 lots) \$3,000 (11 or more lots)
- GIS Processing - **GIS Processing Fee:** \$15/lot.
- Parkland Fee - **Parkland Fee:** \$500/lot -OR- land in lieu of (determined by the Planning Board).

CPWA Commercial Water Lateral Service/Municipal Water Main Inspection

Applicants are required to forward a copy of their paid receipt to the Planning Department in Town Hall prior to a building permit and preconstruction meeting being issued.

* The Town collects the fees prior to the Engineer beginning the review process. The Town Engineer always bills the Town, not the applicant. The engineer will determine if additional monies are required based on a project's complexity and will estimate fees for additional submissions. The Planning Department will notify the applicant and request additional payment.

Effective January 1, 2012



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TOWN OF CLIFTON PARK STANDARD NOTES FOR SUBDIVISIONS (To Be Used At Direction of Planning Department)

STANDARD NOTE REQUIRED ON ALL PLATS OF SUBDIVISIONS:

This property may border a farm, as defined in Town Law. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, odor, smoke, noise, and vibration.

STANDARD NOTE FOR LOTS WITH WELLS:

All lot sales shall be contingent upon a contract addendum for the location of water, flow capacity and potability in accordance with Town of Clifton Park and New York State Health Department Standards.

Should the lots be located beyond the current service area, the following note must be added to plan:

Lots will be connected to public water within two (2) years of availability at the property line

STANDARD NOTES REQUIRED BY THE CLIFTON PARK WATER AUTHORITY:

The water supply system (all lines and appurtenances) is to be constructed to meet the Standards and Specifications of the Town of Clifton Park Water Authority. The entire water supply system within roadway rights-of-way is to be dedicated to the Town of Clifton Park Water Authority at no cost to the Water Authority.

STANDARD NOTE FOR LOTS WHERE SANITARY DESIGN ON FINAL MAP IS WAIVED:

Prior to issuance of a building permit, perc test results and sanitary design details shall be submitted to the Building Department & Town Engineer. All fill systems require a six to nine month settling period through at least one frost cycle before installation of the system. Soil percolation tests and resultant wastewater treatment (individual sanitary sewer designs) shall be prepared by or under the direct supervision of an architect, engineer or land surveyor, duly licensed to practice in New York State according to Article 145, Sections 7200-7209 of the Education Law. Wastewater treatment designs shall conform to Appendix 75-A, Wastewater Treatment Standards - Individual Household Systems.

STANDARD NOTE FOR 500' (OR LONGER) DRIVEWAYS:

As per New York State Fire Code, a driveway over five hundred (500) feet in length must be accessible and able to hold a seventy five thousand (75,000) pound, thirty (30) foot long vehicle, as determined by a licensed engineer, with facilities for turning around to be available within one hundred (100) feet of any structure. A driveway over five hundred (500) feet in length must have a minimum width of twenty (20) feet and a minimum vertical clearance of fifteen (15) feet. A driveway must be maintained free of all obstructions, such as trees, brush, posts, gates, etc.

STANDARD NOTES FOR KEYHOLE LOT SUBDIVISIONS:

Final location and orientation of each house is subject to the approval of the Director of Building and Development at the time the building permit is issued. Foundation location surveys (plot plans) are to be provided and approved prior to proceeding with framing in order to ensure compliance with the original approval.

STANDARD NOTE FOR ADDRESS IDENTIFICATION FOR KEYHOLE LOTS:

The street number of a dwelling situated on a keyhole lot shall be permanently and conspicuously displayed on a sign, with lettering no less than 3 inches nor greater than 8 inches in height, and placed no more than 25 feet from the road pavement. The sign shall be displayed for both direction of travel and be reflective. Identification markers must also be placed at any location where a common drive splits.

STANDARD NOTE FOR LOTS WITH COMMON RIGHTS OF INGRESS/EGRESS:

The proposed perpetual ingress-egress easements shown hereon shall be used in common by the owners of lot(s) numbered [insert relevant lot numbers per proposed map]. All such easements shall be in effect and binding upon the owners of said lots, their heirs, successors, and assigns and all future owners of said lots, their heirs, successors, and assigns, upon filing of this subdivision plat in the Office of the Saratoga County Clerk.

STANDARD NOTE AS PER STREET TREE ORDINANCE:

If existing vegetation is cleared, or does not presently exist in the front yard of each lot, there shall be two (2) deciduous trees per lot, 3" minimum caliper, planted at the front property line, not within the road right of way, per lot.

STANDARD NOTE FOR LOTS WITH EXISTING GRADES OF 12% OR GREATER:

Any proposed building lots with existing grades of 12% or greater (defined as 1 foot rise to 8 foot horizontal) shall require the submission of a grading plan for approval by the Town Engineer during subdivision review. Site grading and stabilization are required to be completed in conjunction with road construction; and all grading shall be completed prior to road construction. All areas of the site which are disturbed and not paved shall be topsoiled and seeded or receive hydro-mulch or hydro-seed. Seeded areas shall be well established prior to road conveyance to the Town.

STANDARD NOTE FOR LOTS IN PROXIMITY TO THE CLIFTON PARK FISH AND GAME CLUB:

The applicant is aware of the location and operation of the Clifton Park Fish and Game Club, and of the noise generated by the club's normal activity.

STANDARD NOTE FOR LOTS IN PROXIMITY TO AVIATION ACTIVITY:

This parcel (Subdivision) is located in an area where aviation activity occurs. Such activity may include, but is not limited to periodic noise, vibration, hours of operation, and other associated activities. A study describing this impact in detail is available for inspection in the offices of the Albany International Airport.

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.