

**TOWN OF GLENVILLE
MINOR SUBDIVISION
INSTRUCTIONS & APPLICATION
(Please read thoroughly)**

A. GENERAL INFORMATION

The applicant should read these instructions thoroughly before completing the application. The applicant should also retain these instructions (pages 1 - 5) for reference during the subdivision review.

As defined by the Town of Glenville Subdivision Regulations, a minor subdivision shall consist of the division of land into four or fewer parcels. Consequently, any and all two, three and four lot subdivision proposals in the Town of Glenville are subject to the provisions and procedures outlined herein.

Applicants should be aware that the Glenville Environmental Conservation Commission (GECC) and the Town of Glenville Planning and Zoning Commission (PZC) both have review authority over minor subdivision proposals. The GECC, as an advisory body to the PZC, conducts the initial review of the application and submits their recommendation to the PZC. The PZC, following a public hearing, conducts their review and ultimately determines whether or not the subdivision is approved, approved with modifications or disapproved.

B. RECREATION IMPACT FEE/LAND SET ASIDE

The Town of Glenville Subdivision Regulations mandate that developers/applicants of subdivisions, at a minimum, set aside land at a ratio of 0.5 acres for every 10 lots within the subdivision for park or playground purposes; or, in lieu of land dedication, pay a fee in the amount of \$1,000.00 per new lot. Each subdivision is reviewed on a case-by-case basis to determine whether land dedication or a fee is more appropriate. The developer/applicant should, therefore, be well aware of this provision prior to making application. Furthermore, in the event that the \$1,000.00 per lot fee is levied, final approval will not be granted until this fee has been paid to the Town of Glenville.

C. MATERIALS TO BE SUBMITTED

A complete application must be filed with the Building or Planning Department at least twelve (12) calendar days prior to the next scheduled meeting of the GECC. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

A "complete" application shall consist of the following:

1. Twelve (12) copies of a completed application form, as attached herein.
2. Twelve (12) **FOLDED and COLLATED** copies of a plot plan and all supporting documentation. **THE APPLICATION WILL ONLY BE ACCEPTED IF THE PLOT PLAN CONTAINS ALL APPLICABLE INFORMATION AS INDICATED ON THE PLOT PLAN CHECKLIST** (see Section G.)
3. Twelve (12) copies of Part 1 of the Short Environmental Assessment Form (SEAF), as attached herein. The SEAF is used to determine if the proposal may result in any significant environmental impacts, as defined by the State Environmental Quality Review Act (SEQRA) and the Town of

Glenville's Local Law #4 of 1984. If it is determined that the proposal may result in a significant environmental impact, the application will be subject to a more detailed review as mandated by SEQRA and Local Law #4 of 1984.

4. The application fee, (this is separate from the recreation impact fee):

- \$275.00/5 lots **PLUS**

- 1% of the total cost of surveying, planning, engineering, etc., **OR**
\$10.00; whichever is more. (SEQRA fee) The actual cost of construction is not to be included as part of the "total cost".

AND, IF APPLICABLE

MS4 Review fee: (applicable for projects with 1 acre or more of disturbance)

- \$500 for the 1st acre of disturbance plus \$100 for each additional acre or portion thereof.



APPLICATIONS WHICH ARE SUBMITTED WITHOUT THE APPLICATION FEE WILL NOT BE ACCEPTED.

D. REVIEW PROCEDURES

All minor subdivision applications are subject to the following review procedures:

1. Building Inspector/Planner Review

The Town Building Inspector and/or Town Planner, or an appropriate staff member of the Building or Planning Department, conducts a preliminary review to determine if the application is complete for Commission review purposes. If the application is complete, it will be placed on the next GECC agenda. If not complete, the applicant will be directed to prepare a complete application.

2. Glenville Environmental Conservation Commission (GECC) Review

The GECC, acting in an advisory capacity to the Planning and Zoning Commission (PZC), conducts the first substantive review of the proposal during one of their regular meetings. They also make a recommendation as to whether or not the application may result in a significant environmental impact.

As an advisory body, the GECC cannot approve or deny an application. However, they can ask the applicant to revise a plot plan subject to additional GECC review.

Should the GECC table an application pending a revised plan, the revised plan/application again must be submitted to the Building/Planning Department at least twelve (12) calendar days prior to the next GECC meeting in order to be placed on their agenda.

3. Planning and Zoning Commission (PZC) Review

The PZC is the only Town agency with authority to approve or deny a subdivision application. Following GECC's review and recommendation, the PZC will conduct a public hearing, followed by their own review, and subsequently, decide to approve, approve with modifications or disapprove the minor subdivision proposal.

Should the PZC table an application pending a revised plan or additional information, the revised plan/application must be resubmitted to the Building/Planning Department at least fourteen (14) calendar days prior to the next PZC meeting in order to be placed on their agenda.

If subdivision approval is granted by the PZC, the applicant is required to submit the mylar and two paper copies to the Building/Planning Department to be stamped and signed by the Chairman of the PZC. The applicant is then required to file the signed mylar with the Schenectady County Clerk's Office within sixty-two (62) days of the approval date. The two stamped paper copies will remain on file in the Building/Planning Department. Failure to file within 62 days will result in the subdivision approval being revoked. The applicant may request, in writing, an extension of this 62 day period.

E. MEETING DATES

The GECC and PZC meet on the dates designated below. The applicant, or a representative of the applicant, shall be present at both the GECC and PZC meeting in order to address issues and questions raised by these two commissions.

1. GECC - Meets on the 4th Monday of every month at 7:00 P.M.
2. PZC - Meets on the 2nd Monday of every month at 7:00 P.M.

All meetings take place at the Glenville Municipal Center.

F. REVIEW FACTORS

While conducting their review, the PZC shall evaluate the subdivision proposal based on, but not limited to, the following:

1. Conformity with the Subdivision Regulations, Zoning Ordinance and Comprehensive Plan.
2. Practicability of the proposal, taking into consideration the requirements of the community and the best use of the land being subdivided.
3. Proposed lot sizes as they relate to sewage disposal, water supply and drainage.
4. The effect of the subdivision on future development of adjoining lands as yet unsubdivided.
5. Compatibility with neighboring uses.
6. Traffic safety.

7. Protection of environmentally sensitive lands and features such as floodplains, wetlands, watercourses, shorelines, stands of mature trees, etc.

G. PLOT PLAN CHECKLIST

All plot plans submitted for review must be drawn to a scale of not more than one hundred (100) feet to 1 inch, but preferably not less than 50 feet to 1 inch, showing the entire parcel to be subdivided. Additionally, in order for an application to be deemed complete, the plot plan must illustrate all of the following, if applicable:

1. Name, certification and signature of a professional engineer, land surveyor, and/or architect.
2. Title of drawing, name and address of applicant.
3. Location map showing the site in relation to adjacent roads and intersections.
4. Northpoint, scale, tax map ID #(s), and date.
5. If the disturbed area is one acre or more in size, a final grading plan including plans for controlling erosion, siltation and off-site stormwater movement. The grading plan should show one-foot contours or sufficient spot elevations to allow reviewers to determine drainage patterns. Stormwater/erosion control plans must comply with Article 11 of the Zoning Ordinance (Stormwater Management and Erosion Control).
6. For those projects disturbing less than one acre, or otherwise not subject to Article 11 of the Zoning Ordinance, a topographic map with five (5) foot elevation contours if grades exceed five percent (5%), if a stream or wetland is present on or adjacent to the site, or if local conditions make the site susceptible to erosion, flooding or ponding.
7. Dimensions of all property boundary lines.
8. Names of adjacent property owners.
9. Location and dimensions of all building and structures. (Existing and proposed)
10. Location and dimensions of sewage disposal systems, water supply systems, utilities and easements. (Existing and proposed)
11. Location and results of soil boring and percolation tests for all parcels. Soil boring is to be in the area of the septic system and a minimum of 6' deep. (The percolation test and boring should be witnessed by staff of the Town's Engineering, Planning or Building Department.)
12. Name, location and width of all adjacent streets.
13. Location of regulated wetlands and floodplains. (If present on or adjacent to site.)
14. Location of existing watercourses.
15. Location of driveways. (Existing and proposed)

16. Location of existing vegetation. If vegetation is to be removed, then the plot plan should show the extent of vegetation to remain.
17. Grading, drainage and erosion/sedimentation control plans. The grading plan should show one-foot contours or sufficient spot elevations to allow reviewers to determine drainage patterns.
18. Profiles of streets, parking areas, curbs, sidewalks, manholes, catch basins, sanitary and water mains, etc.
19. In those subdivisions where public water is not available, the applicant should provide one or both of the following as part of the application:
 - a. Well log data (including yield rate) from those parcels adjacent to or nearby the applicant's parcel.

AND/OR

- b. Well log data from a well drilled on the property to be subdivided. The well pump test should continue for at least six (6) hours. Additionally, the applicant should consider having a water quality test conducted, including an analysis of bacteria and chemical parameters, at a minimum.

NOTE: The final plat to be submitted to the Town and the Schenectady County Clerk must be printed upon reproducible material.

**TOWN OF GLENVILLE
MINOR SUBDIVISION APPLICATION**

DATE: _____

TO BE COMPLETED BY THE APPLICANT:

Name of Project: _____

Location of Project: _____

Tax Map ID# _____ **Zoning Classification:** _____

Applicant: _____ **Property Owner** (if different from applicant): _____

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Engineer/Land Surveyor/Architect: _____ **Contact Person** (to whom all correspondence will be directed): _____

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Describe the subdivision proposal: _____

Project Cost - planning, engineering, etc. (provide written estimate): _____

TO BE COMPLETED BY THE TOWN:

Application fee: _____ SEQRA Fee: _____

Date Received: _____ By: _____