

**TOWN OF GLENVILLE  
MAJOR 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 - 6) for reference during the subdivision review.

As defined by the Town of Glenville Subdivision Regulations, a major subdivision shall consist of the division of land into five (5) or more parcels. Consequently, all subdivision proposals involving the establishment of five or more lots are subject to the provisions and procedures outlined herein.

Applicants should be aware that the Town of Glenville's Major Subdivision application procedures embody a three-stage review -- sketch plan, preliminary plan and final plan. The sketch plan is optional. In addition, the Town of Glenville Planning and Zoning Commission (PZC) has review authority over major subdivision proposals.

**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, a payment 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**

**1. Sketch Plan Phase (Optional)**

Ten (10) copies of the sketch or conceptual plan and all supporting documentation shall be submitted to the Economic Development and Planning Department at least twenty-one (21) calendar days prior to the next scheduled meeting of the PZC. **LATE APPLICATIONS WILL NOT BE ACCEPTED.** The sketch plan may be a free-hand drawing made directly on a print of the topographic survey of the proposed subdivision area or on a property tax map at a scale preferably not more than 200 feet to the inch. It shall show, in simple form, the relationship between existing physical conditions and the proposed layout of streets, lots and other features, a site location map, all utilities available, all restrictions on the use of land including, easements and covenants, the names of adjoining property owners, and the zoning district in which the property is located.

**2. Preliminary Plan Phase (Mandatory)**

A complete application must be filed with the Planning Department at least twenty-one (21) calendar days prior to the next scheduled meeting of the PZC.

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

For the purposes of preliminary review, a "complete" application shall consist of the following:

- a. Fifteen (15) copies of a completed application form, as attached herein.
- b. Fifteen (15) **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 Preliminary Plot Plan Checklist (see Section G.)
- c. Fifteen (15) copies of Part 1 of the Full Environmental Assessment Form (FEAF), as attached herein. The FEAF is used to determine if the proposal may result in any significant environmental impacts, as defined by the State Environmental Quality Review Act (SEQRA). 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.
- d. The application fee, (this is separate from the recreation fee):
  - \$275/5 + \$100/lot, **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**

- e. MS4 Review fee: (applicable for projects with 1 acre or more of disturbance)
  - \$500 for the 1<sup>st</sup> acre of disturbance plus \$100 for each additional acre or portion thereof.

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

**3. Final Plan Phase (Mandatory)**

Should the PZC grant conditional approval necessitating modifications to the preliminary plan, the applicant will be required to submit a revised final plot plan at least fourteen (14) calendar days prior to the next PZC meeting. The final plan shall consist of twelve (12) copies of the revised plot plan, which, at a minimum, shall include all those elements required for the preliminary plot (Section G), as well as the information required for the final plot plan (Section H). If preliminary plan approval is granted by the PZC without the need for a revised plot plan, the plot plan submitted for preliminary review shall serve as the plot plan for final plan review.

## **D. APPLICATION PROCEDURE**

As indicated previously, all major subdivision applications are subject to a multi-review process as noted below:

### **1. Sketch Plan Review by the PZC (Optional)**

During the sketch plan phase, the Planning and Zoning Commission will conduct a general review of the conceptual subdivision layout. The purpose of the sketch plan review is to identify any potential problems early, so as to minimize unnecessary expenditures and inconveniences on the part of the applicant and the Town. Although optional, the Town encourages a sketch plan for all major subdivision applications. Provided no significant problems are identified during the sketch plan review, the applicant can proceed with the preliminary plan review.

### **2. Preliminary Plan Review**

The preliminary plan review phase includes the following three steps:

#### **a. Economic Development and Planning Department Review**

Staff of the Town Economic Development and Planning Department conducts an initial review to determine if the application is complete for Commission review purposes. If the application is complete, it will be placed on the next PZC agenda. If not complete, the applicant will be directed to prepare a complete application.

#### **b. Planning and Zoning Commission (PZC) Preliminary Plan Review**

The PZC will conduct their first detailed review of the proposal. This includes a public hearing conducted by the PZC. Following closure of the public hearing, the PZC will act on the preliminary plan within 62 calendar days. If approved, or approved with modifications, the PZC will then direct the applicant to prepare a final plot plan for review at a subsequent PZC meeting.

If the PZC disapproves the preliminary plot plan, the applicant will be directed to revise the plan accordingly and appear at a subsequent meeting of the PZC for another preliminary plan review.

Whether approved, approved with modifications, or disapproved the applicant must submit the final plot plan, or resubmit the preliminary plan, whichever applies, to the Economic Development and Planning Department at least fourteen (14) calendar days prior to the next PZC meeting in order to be placed on their agenda.

### **3. Planning and Zoning Commission (PZC) Final Plan Review**

The last step of the review process for major subdivision applications is the Final Plot Plan Review. Following final plot plan review, the PZC will act on the final application within 62 calendar days.

Prior to approval of the Final Plot Plan, and when relevant, the PZC shall set the terms of a

performance or assurance bond for public improvements, as mandated by Section 9 of the Town of Glenville Street and Roadway Ordinance.

Once final subdivision approval is granted by the PZC, the applicant is required to submit the mylar and two paper copies to the Economic Development and 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 Economic Development and 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.

NOTE: Should the PZC determine that the application may result in a significant environmental impact, the applicant must satisfy all provisions of SEQR prior to any action being taken on the subdivision application. In this case, the PZC's 62-day review clock for the subdivision application does not begin until the SEQR process has concluded.

#### **E. MEETING DATES**

The PZC meets on the date designated below. The applicant, or a representative of the applicant, shall be present at the PZC meeting(s) in order to address issues and questions raised by the commission.

**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. PRELIMINARY 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:**

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. 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.
6. 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).
7. 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.
8. Dimensions of all property boundary lines.
9. Names of adjacent property owners.
10. Location and dimensions of all building and structures. (Existing and proposed)
11. Location and dimensions of sewage disposal systems, water supply systems, utilities and easements. (Existing and proposed)
12. 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.)
13. Name, location and width of all adjacent streets.
14. Location of regulated wetlands and floodplains. (If present on or adjacent to site)
15. Location of existing watercourses. (If applicable)

16. Location of Driveways. (Existing and proposed)
17. Landscaping plan. (Existing and proposed)
18. 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. Stormwater/erosion control plans must comply with Article 11 of the Zoning Ordinance (Stormwater Management and Erosion Control).
19. Profiles of streets, parking areas, curbs, sidewalks, manholes, catch basins, sanitary and water mains, etc.
20. In those subdivisions where public water is not available, the applicant should provide one or both of the following as part of the application:
  - i. Well log data (including yield rate) from those parcels adjacent to or nearby the applicant's parcel.
  - and/or**
  - ii. 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.

#### **H. FINAL PLOT PLAN CHECKLIST**

The final plot plan shall be prepared on reproducible material and drawn at a scale of not more than 100 feet to the inch, but preferably not less than 50 feet to the inch.

Additionally, the final plot plan shall include all those items required for the preliminary plot plan, as well as those changes, additions and/or deletions mandated by the PZC.

Town of Glenville  
Economic Development & Planning Dept.  
18 Glenridge Road, Glenville, NY 12302  
Phone: (518) 688-1200 ext. 7  
Fax: (518) 384-0140



Melissa Cherubino  
Dir. of Community Development

Michael S. Burns  
Planner I

## TOWN OF GLENVILLE MAJOR SUBDIVISION APPLICATION

**TO BE COMPLETED BY THE APPLICANT:**

(Please answer all questions)

**Date:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Location of Project:** \_\_\_\_\_

**Tax Map ID #:** \_\_\_\_\_

**Current Zoning Classification:** \_\_\_\_\_

**Applicant:**

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Engineer/Land Surveyor/Architect:**

**Contact Person:**

(to whom all correspondence will be directed)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Describe the project:**

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**Does site have Town Water?** \_\_\_\_ Yes \_\_\_\_ No    **Town Sewer?** \_\_\_\_ Yes \_\_\_\_ No

**Cost of surveying, engineering, etc. to prepare application:**                      \$ \_\_\_\_\_  
(provide written statement)

**II.    TO BE COMPLETED BY THE TOWN:**

**Application fee:**        \$ \_\_\_\_\_                      **MS4 fee:** \$ \_\_\_\_\_

**SEQR fee:**                \$ \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **by** \_\_\_\_\_