

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



Anthony Tozzi  
Director of Planning  
Nicholas Chiavini  
Planner I  
Lynn Walkuski  
Executive Secretary II

## CONCEPT REVIEW APPLICATION

DATE: \_\_\_\_\_

**TO BE COMPLETED BY THE APPLICANT:**

(Please answer all questions)

Location of Proposal (Number & Street): \_\_\_\_\_

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

Zoning Classification: \_\_\_\_\_

**Property Owner/Applicant:**

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

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

Phone: \_\_\_\_\_

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

**Contact Person:**

(To whom all correspondence will be sent)

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

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

Phone: \_\_\_\_\_

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

**Describe the concept proposal:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_  
**Property Owner/Applicant**

**Fee attached - \$50.00 Check #** \_\_\_\_\_

Please contact the Planning Department at 518-688-1200 ext. 7 with any questions regarding this application.

## TOWN OF GLENVILLE

### CONCEPT REVIEW PROCEDURE

Ten (10) copies of the sketch or conceptual plan, the information sheet and all supporting documentation shall be submitted to the Planning Department at least twenty-eight (28) calendar days prior to the next scheduled meeting of the Planning and Zoning Commission (PZC). The PZC meeting takes place on the second Monday of each month. The concept 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 the following, at a minimum;

- 1) the relationship between existing physical conditions and the proposed layout of streets, lots, and other features
- 2) a site location map
- 3) all utilities available
- 4) all restrictions on the use of the land including easements and covenants
- 5) names of adjoining property owners
- 6) current zoning district in which the property is located
- 7) Review fee: \$50.00      **REVIEW FEE MUST ACCOMPANY APPLICATION**