

**TOWN OF GLENVILLE  
SITE PLAN REVIEW - FOR EXISTING STRUCTURES  
INSTRUCTIONS AND 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 site plan review procedure.

In order to achieve conformance with the requirements and intent of the Town of Glenville Zoning Ordinance, Comprehensive Plan, other relevant town laws and ordinances, and all applicable requirements, certain uses and structures are required to follow Site Plan Review procedure. Please note that architectural standards contain measures designed to create a walkable, pedestrian friendly environment that accommodates a variety of transportation options and must be adhered to before approval of the Site Plan will be granted.

Applicants should be aware that the Town of Glenville Planning and Zoning Commission (PZC) has review authority over site plan proposals. The PZC conducts their review and ultimately determines whether the site plan is approved, approved with modifications, or disapproved.

Some projects require a Conditional Use Permit in addition to Site Plan Approval. Conditional Use Permits are administered by the Zoning Board of Appeals. The necessity of a Conditional Use Permit is based both on proposed use and zoning district. Projects needing this permit are listed in the Town of Glenville Zoning Ordinance.

**B. INSTRUCTIONS FOR TYPE I SEQR ACTIONS**

For Type I SEQR actions, these instructions and the application form herein do not apply. Please see "SITE PLAN REVIEW – FOR EXISTING STRUCTURES INSTRUCTIONS AND APPLICATION TYPE I SEQR ACTIONS" for any site plan that exceeds the TYPE I SEQR threshold. If you have any questions about whether a particular application qualifies as a Type I SEQR Actions, please contact the Town of Glenville Economic Development and Planning Department.

**C. MATERIALS TO BE SUBMITTED**

A complete application must be filed with the Planning Department at least twenty-eight (28) calendar days prior to the next scheduled meeting of the PZC. **Those applicants who also require a Conditional Use Permit must submit both applications simultaneously. LATE APPLICATIONS WILL NOT BE ACCEPTED.**

A "complete" application shall consist of the following:

1. Fifteen (15) copies of a completed application form, as attached herein.
2. Fifteen (15) FOLDED and COLLATED copies of the site plan and all supporting documentation. If feasible, the applicant may submit twelve (12) reduced-size (11"x17") copies and three (3) full-size FOLDED copies of the site plan. Reduced copies must be to scale and cannot be smaller than 1"=50'. Joint Site Plan Review and Conditional Use Permit applications should submit eighteen (18) copies of the site plan, fifteen (15) of which may be reduced size copies. **THE APPLICATION WILL ONLY BE ACCEPTED IF THE SITE PLAN CONTAINS ALL APPLICABLE INFORMATION AS INDICATED ON THE SITE PLAN CHECKLIST** (see Section G.)
3. Fifteen (15) 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 (SEQR). 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 SEQR. Joint Site Plan Review and Conditional Use Permit applications should submit eighteen (18) copies of the EAF.

4. The application fee. **FEES MUST BE SUBMITTED WITH THE APPLICATION TO BE CONSIDERED COMPLETE.** The fees are:

Residential

- \$275/5 units + \$50 each additional unit, **PLUS**
- 1% of the total cost of surveying, planning, engineering, etc., **OR** \$10.00; whichever is more. (SEQRA) The actual cost of construction is not to be included as part of the "total cost".
- Joint Site Plan Review and Conditional Use Permit applications must submit both fees. See Conditional Use Permit application form for appropriate fee schedule.

Non-Residential – Per square feet

- 0 – 4,999 \$350
- 5,000 – 9,999 \$500
- 10,000 – 29,999 \$0.06/sq. ft.
- 30,000 – 99,999 \$1,800 min. or \$0.04/sq. ft., whichever is greater
- 100,000 - +over \$4,000 min. or \$0.03/sq. ft., whichever is greater, **PLUS**
- 1% of the total cost of surveying, planning, engineering, etc., **OR** \$10.00; whichever is more. (SEQRA) The actual cost of construction is not to be included as part of the "total cost".
- Joint Site Plan Review and Conditional Use Permit applications must submit both fees. See Conditional Use Permit application form for appropriate fee schedule.

**AND, IF APPLICABLE, FOR BOTH RESIDENTIAL AND NON-RESIDENTIAL**

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.**

**D. APPLICATION PROCEDURE**

All site plan applications are subject to the following review procedures:

1. **Economic Development and Planning Department Review**

Staff of the Town Economic Development and Planning Department conducts an administrative level review of the application to determine if the application is complete. If the application is complete, it will be placed on the agenda of the next meeting of the Planning and Zoning Commission (PZC). If the application is not complete, the Economic Development and Planning Department will notify the applicant of the deficiencies associated with the application.

## 2. Planning and Zoning Commission (PZC) Review

The Planning and Zoning Commission's review involves a two-step process: preliminary site plan review and final site plan review. A public hearing is conducted during the final site plan review phase.

### a. **Preliminary Site Plan Review**

The applicant will be directed to appear before the PZC for preliminary site plan review. During this phase of the review, the PZC evaluates the site plan application to ensure compliance with the provisions of this article. During this meeting the PZC may also direct the applicant to make amendments to the site plan based on the review factors detailed in section E of this article. The PZC may also table the application should insufficient information be available for the PZC to conduct a thorough review, or if the amendments of the required of the site plan are substantial. If the application is tabled, the applicant is to reappear in front of the PZC at a later date for a preliminary site plan review.

Should the PZC find that the applicant has demonstrated compliance with the provisions of this article, or should the PZC conclude that the compliance is feasible without the necessity of major revisions to the site plan, the PZC will then schedule a public hearing on the site plan application, said hearing to be conducted as part of final site plan review at the PZC's next regularly scheduled meeting.

Any amendments required of the applicant must be made, and new maps submitted to the Town Economic Development and Planning Department, no later than 14 days prior to the date of the public hearing/ final site plan review.

### b. **Final Site Plan Review and Public Hearing**

Following a favorable determination by the PZC on the preliminary site plan review submission, the applicant is to appear at a public hearing to be held at the next regularly scheduled meeting of the PZC. At this time the PZC will consider the application and any amendments thereto, as well as comments raised at the public hearing. The PZC is to be guided by the provisions of section E- review factors, of this article, in rendering its decision.

Following the hearing, the PZC will have 62 calendar days in which to render its decision to approve, approve with modifications, or disapprove the application. If the PZC is satisfied with the application following the hearing and final site plan review, it may render its decision on the evening of the hearing.

The 62-day period in which the PZC must render its decision may be extended upon mutual consent of the applicant and the PZC.

### c. All approved site plans shall be stamped, dated, and signed by the PZC chairperson prior to any property in question.

**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 site plan review application. In this case, the PZC's 62-day review clock for the site plan review 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, should be present at the PZC meeting(s) in order to address issues and questions raised by this commission. All meetings take place at the Glenville Municipal Center.

**PZC - Meets on the 2nd Monday of every month at 7:00 P.M.**

## **F. REVIEW FACTORS**

While conducting its review, the PZC shall evaluate the site plan proposal based on, but not limited to, the following:

1. Conformance with other applicable provisions of this Ordinance, including, but not limited to, landscaping requirements, building design, off-street parking requirements, building setbacks, fence requirements, sign regulations, storm water management and erosion control requirements, etc.
2. The adequacy and arrangement of vehicular access and circulation, including intersections, road widths, curbing, and traffic controls. Consideration will also be given to the project's traffic elements and how they relate to adjacent uses.
3. The adequacy and arrangement of pedestrian and bicycle access and circulation, including separation of pedestrian traffic from automobile traffic, the placement and usefulness of on-site sidewalks and walkways, the accommodation for pedestrians at adjacent street intersections, and overall pedestrian and bicyclist safety and convenience.
4. The location, arrangement, size, and setting of off-street parking and loading areas.
5. The placement, arrangement, size, and design of buildings, lighting, and signs.
6. The adequacy, type, and arrangement of trees, shrubs, and other landscaping elements, as they relate to visual and noise buffering of adjacent sites and the reduction of visual impacts from the street.
7. The adequacy of provisions for the collection and/or disposal of storm water, sanitary waste, and garbage.
8. Accommodation on site for snow plowing and snow storage.
9. The adequacy and durability of structures, roadways, utilities, and landscaping in areas with moderate to high susceptibility to flooding, ponding, and/or erosion.
10. Retention of existing trees and vegetation for aesthetic reasons, and to minimize soil erosion and siltation.
11. Protection of adjacent properties against noise, glare, light pollution, odors, litter, unsightliness, or other objectionable features.
12. The adequacy and usability of open space for both buffering and recreation.

## **G. SITE PLAN CHECKLIST**

A complete site plan must illustrate all of the following, if applicable:

1. Site plan or map prepared on mylar, linen or acceptable reproducible material drawn to scale no smaller than 50 feet to 1 inch.
2. Name and signature of professional engineer, land surveyor, and/or architect.
3. Certification by a licensed professional engineer and a licensed land surveyor as evidence of professional responsibility for the preparation of the construction sheet.
4. Location map showing approximate location of site in relationship to adjacent roads, intersections, and landmarks, preferably illustrated as an inset on the site plan.
5. Title of drawing, name and address of applicant.
6. North arrow, scale, tax map ID#(s) and date showing when the plan/map was prepared and/or revised.
7. Boundaries of the property, plotted to scale.
8. If revisions are made, a table is to be included showing the date of the original map and all revisions, and a description detailing the nature of the map amendments.
9. Ownership and zoning of all abutting properties, and of properties directly across the street or road.
10. Existing watercourses and direction of flow.
11. Location, names, and widths of existing and proposed streets.
12. Typical cross sections and details of street pavements, including curbs, sidewalks, manholes, catch basins and trench details.
13. Profiles of proposed streets and/or parking areas.
14. Location, dimensions, and description of existing and/or proposed septic system.
15. Profiles of all existing and proposed storm, sanitary and water mains.
16. 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.
17. If the disturbed area is one acre or more in size, a final grading plan including plans for controlling and 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 Control).
18. Proposed use and dimensions of all existing and proposed buildings. If any exterior renovations to existing buildings are proposed, architectural details for all changes, including at least five sets of elevations of all building facades visible from the public right-of-way or neighboring properties. Elevations should accurately represent all proposed building materials and colors. If color elevations are not feasible, the applicant should be prepared to present samples of all building materials to the Planning and Zoning Commission at the regularly scheduled meeting.

19. Parking and loading areas. (Existing and proposed)
20. Driveways and their dimensions. (Existing and proposed)
21. Location of all outdoor storage. (Existing and proposed)
22. Location of floodplains, showing boundary of 100-year floodplain (If present on or adjacent to site.)
23. Landscaping plan, including the following:
  - a. All existing vegetation, including locations of all trees over 10" in diameter at breast height (DBH)
  - b. All proposed vegetation
  - c. Planting schedule with botanical and common names, cultivar (if appropriate), quantity, and initial size of all plant material
  - d. Typical construction details
  - e. Calculations showing that minimum landscape area requirements have been met
24. Location of regulated wetlands and 100-foot buffer area if wetland is state regulated. (If present on or adjacent to site.)
25. Existing and/or proposed site improvements as follows:
  - a. Sidewalks or sidewalk easements
  - b. Drains
  - c. Culverts
  - d. Retaining walls and fences
  - e. Storm water drainage
  - f. Size, location and details of all signs
  - g. Buffer areas
  - h. Design and location of lighting facilities
  - i. Bus stops
  - j. Curbs
  - k. Utilities or utility easements

#### **H. RECREATION IMPACT FEE/ LAND SET ASIDE**

The Town of Glenville Zoning Ordinance mandates that developers/applicants who submit a site plan review application for residential projects, set aside land at a ratio of 0.25 acres for every 10 new dwelling units, at a minimum, or, in lieu of land dedication, pay a fee in the amount of \$400.00 per new unit. Said land and/or fee is to be used for park or playground purposes only. Each residential site plan review application 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 \$400.00 per dwelling unit fee is levied, building permits will not be granted until this fee has been paid to the Town of Glenville.

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

**TOWN OF GLENVILLE  
SITE PLAN REVIEW APPLICATION  
(For Existing Structures)**

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

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

**Describe the project:**

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

**Other agency permits required for this use (list type & permitting agency)**

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

**List all chemicals used and/or to be stored on the site and how they will be disposed of (provide safety data sheets if necessary)**

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

**If change in tenant: Name of previous tenant/business:** \_\_\_\_\_

**Specific activities of previous use:** \_\_\_\_\_

**If the building/space is currently vacant, length of time of vacancy:** \_\_\_\_\_

**Is the property in question within 500 feet of a Schenectady County agricultural district?** \_\_\_\_\_

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

**Will there be more than one-acre of disturbance?** \_\_\_\_ Yes \_\_\_\_ No If yes, a SWPPP will be required.

**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** \_\_\_\_\_