

3. A narrative description of the proposed project, addressing its scope of operation, purpose, justification and impact on the immediate area of influence and the town in general (school, traffic generation, population, utilities aesthetics and land use compatibility) and including the following:

- a.) Address of site (street and number) _____
- b.) Name of applicant and name of person or entity responsible for compliance with all regulations _____
- c.) Site zoning _____
- d.) Project acreage _____
- e.) Description of existing site and use, including significant natural and scenic qualities of the site, environmentally unique or fragile areas, and historically significant structures or sites to be preserved. Describe prior uses of the site. All possible contaminants on the site shall be identified and reported. _____
- f.) Description of intended site development and use _____
- g.) Proposed number of lots _____
- h.) Impact on adjoining property: noise, visual, drainage, other _____
- i.) Anticipated impact on services: (quantify and discuss impacts)
 - traffic _____
 - sewer _____
 - water _____
 - solid waste _____
 - schools _____
- j.) Description of proposed provisions for ownership and maintenance and use of common lands and facilities. _____
- k.) Description of type of structures proposed. _____

4. Site Analysis diagram at a scale of 1" = 100' or larger (sheet size shall be 22" x 34" or 30" x 42", folded to 8½"x11"). All information to be shown on a single sheet - when plan consists of multiple sheets with match lines, a 1"=200' overall plan must also be submitted. Plans shall include the following:

- a.) Title block with names of project, applicant, and map preparer; address of site; date of map; and work record with revision dates _____
- b.) Small scale location and zoning map at scale of 1" = 2000' as inset; map shall be oriented the same as the concept plan _____
- c.) North arrow _____
- d.) Boundary survey map of property at a scale of 1"=10', 1"=20', 1"=30', 1"=40', or 1"=50" _____
- e.) Existing topography, at contour intervals of 2' or less, based on a recent survey related to NGVD 1929, and extending 100' from the site _____
- f.) Existing streets, utilities, structures, other man-made features, on or within 100' of the site (with setback dimensions for structures) _____
- g.) Boundary of both sides of any existing highway adjoining site, including paper streets, with R.O.W. width in feet _____
- h.) Existing easements _____
- i.) Existing zoning district, with district boundaries on or within 100' of the site _____
- j.) Existing limits of Latham Water District or note stating that site is entirely inside, entirely outside, or partially within the district _____
- k.) Names of all adjoining property owners _____

- l.) Identification, by both verbal description and graphic depiction, of all adjacent land uses _____
- m.) Location and description of existing vegetation (species, size, condition, and value), watercourses, wetlands, flood plains, other natural features, with applicable regulatory limits _____
- n.) Soil analysis describing soil types, surface and subsurface rock and ground water conditions _____
- o.) Historic and archeological sites _____
- p.) Identification of any areas of possible contamination _____
- q.) Identification of visual features such as smoke stacks, borrow pits, overhead utility lines, junkyards, refuse areas, and billboards (if none, so note) _____
- r.) Identification of sources of smoke, noise, odors or other emissions (if none, so note) _____

5. Conceptual subdivision plan at a scale of 1" = 50' or larger (sheet size shall be 22" x 34" or 30" x 42", folded to 8½"x11"). All information to be shown on a single sheet - when plan consists of multiple sheets with match lines, a 1"=200' overall plan must also be submitted. Plans shall include the following:

- a.) Proposed street and lot layout with approximate dimensions _____
- b.) Sight distance dimensions at intersections with existing streets, and analysis of compliance with standards _____
- c.) Proposed street names _____
- d.) Proposed lot numbers _____
- e.) Proposed utilities _____
- f.) Proposed easements _____
- g.) Proposed landscaping _____
- h.) Proposed drainage concept _____
- i.) Approximate limits of clearing and grading _____
- j.) Signed statement by applicant as follows:

I, _____, do hereby submit this concept subdivision plan for review by the Town of Colonie Planning Board. I understand that a concept development plan is intended to be a flexible design concept which may be readily changed as deemed necessary, prior to the work required for a detailed final subdivision paln. I understand any approval by the Town of Colonie Planning Board of this concept plan is expressly related to conditions as set forth on said plan, and the Town of Colonie Planning Board is not bound by said plan if field conditions are in fact different. _____
- k.) The following standard notes:
 - 1) Subdivision consists of _____ acres of land divided into _____ lots. _____
 - 2) Subdivision is located in _____ zoning district. _____
 - 3) Applicant's name is _____. _____
- l.) Stamp and signature of licensed land surveyor, or separate survey plan bearing stamp and signature _____

Conceptual plans for conservation subdivision development shall also include:

- a.) General massing of proposed buildings, including the type of structures proposed, that is, attached or detached _____
 - b.) Proposed open space, parks, and recreational areas _____
 - c.) Parking and circulation routes _____
 - d.) Proposed landscaping concept _____
-
- 5. Approved Building Department zoning verification with all attachments (for conventional subdivision only) _____
 - 6. Photograph(s) of site including, but not limited to, a street view and any significant environmental features _____
 - 7. Digital image files (TIF or Auto CAD) of full set of concept subdivision plans in format acceptable to the PEDD. _____
 - 8. A feasibility test per Chapter 7 of the NY State Storm Water Design Manual for all proposed stormwater management areas must be provided for site greater than 1 acre of disturbance. _____
 - 9. Such additional reports, maps or materials as the Planning Board may reasonably request and deem necessary to make the determinations required by the New York State Environmental Quality Review Act and Chapter 190 of the Town Code. _____
 - 10. Application form complete (form must be on blue paper) _____
 - 11. Environmental assessment form complete _____
 - 12. Review fee paid _____
 - 13. Copy of deed conveying property to current owner and, if the applicant is not the owner, a copy of the purchase agreement _____
 - 14. If the applicant desires a waiver of architectural review for a conservation subdivision, then a request for same must be included at this time _____
 - 15. Street Classification:
 - Type I (local residential) _____
 - Type II (modified local residential) _____
 - Type III (commercial, primary residential, or feeder) _____
 - 16. SEQR _____ Date _____
 - Lead agency determined _____
 - Determination of significance made _____
 - negative _____ positive _____
 - Positive or negative declaration filed _____
 - EIS complete _____
 - Findings made _____
 - Compliance with GEIS _____

COMMENTS ON CONCEPT SUBMISSION/REVIEW:

g\originals\subdivision\ checklist - major subdivision

NAME OF PROPOSED PROJECT: _____

ADDRESS OF PROPOSED PROJECT: _____

NAME OF APPLICANT: _____

II. FINAL SUBDIVISION SUBMISSION

Date Submitted:

Date Checked:

Checked by:

1. Final subdivision plan at same scale as concept submission (sheet size must be 22"x34" or 30" x 42", folded to 8½"x11"), showing:

- a.) Title block including name of project, name of applicant, name of map preparer, date of map, and address of property _____
- b.) 3" x 3" block for Planning Board approval stamp (at lower right side of plan) _____
- c.) 3" x 6" block for Albany County Health Dept. stamp (at lower right side of plan) _____
- d.) Small scale location and zoning plan at scale of 1" = 2000', oriented same as subdivision plan _____
- e.) North arrow _____
- f.) Existing topography at contour intervals of 2' or less, extending 100' from the site, and based on a NGVD 1929 benchmark. (show benchmark on plan) _____
- g.) Limits of regulated wetlands, floodplains, and protected watercourse areas. Wetlands to be removed and those to remain or be created must be clearly distinguished and labeled as such. _____
- h.) Owners and use of adjacent land _____
- i.) Existing zoning, with location of any district boundaries within 200' of property to be developed _____
- j.) Existing limits of the Latham Water District _____
- k.) Fire and school district boundaries within the site _____
- l.) Exact boundary and lot lines, including bearings and distances _____
- m.) Lot areas in square feet _____
- n.) Proposed lot numbers, as approved by the Town Assessor _____
- o.) Front building setback line, with setback dimension _____
- p.) Typical lot layout plan, showing schematic building location; minimum building setback dimensions for principal and accessory structures; and proposed utility services _____
- q.) Existing utilities (location and size) _____
- r.) Proposed street names _____
- s.) Exact layout and dimensions of proposed streets _____
- t.) Location of existing and proposed highway boundary monuments _____
- u.) Plans for removal of existing temporary turnaround, where applicable _____
- v.) Proposed utilities (location, size, and connection to existing) _____
- w.) Location of all easements, with boundary data for proposed easements. Easements must be numbered for identification. _____
- x.) Location of any proposed signage _____
- y.) The following standard notes:
 - 1) The subdivision is _____ acres in area. _____
 - 2) The subdivision lies within a _____ zoning district. _____

- 3) The subdivision is divided into _____ lots. _____
- 4) The average lot area is _____ square feet. _____
- 5) The subdivision lies within the _____ school district and the _____ fire district. _____
- 6) Building setback lines are shown on this plan for illustrative purposes, based on current Land Use Law requirements, and are not intended to represent conditions of approval of the subdivision. _____
- 7) The Applicant shall comply with all applicable federal, state, and local laws, rules and regulations, including but not limited to the State Environmental Quality Review Act (SEQR), Freshwater Wetlands Permit Regulations, the Town Grading Law, and the Town Flood Plains Management Law. _____
- 8) All elevations shown hereon are related to National Geodetic Vertical Datum (NGVD 1929). _____
- 9) Contours shown on this plan represent existing topographic conditions. For proposed grades, refer to grading plan (sheet ___ of ___). _____
- 10) No slope shall exceed 3 horizontal to 1 vertical unless otherwise shown on these plans. _____
- 11) The Applicant shall be responsible for keeping existing public highways and adjacent lands free of debris, soil, and other matter which may accumulate due to construction related to the site. _____
- 12) All required erosion control measures shall be installed and the Department of Public Works, Bureau of Engineering shall be notified prior to issuance of any grading permit or any soil disturbance. _____
- 13) Location of all existing utilities to be verified at time of construction. _____
- 14) Backfill used in trenches excavated in existing roadways shall be placed in maximum 6-inch lifts and compacted by means of a mechanical compactor between lifts. _____
- 15) Backfill material around proposed or existing structures shall be placed in maximum 6-inch lifts and compacted by means of a mechanical compactor between lifts. _____
- 16) Streets and storm sewers shall conform to the "Town of Colonie Highway and Drainage Standards." _____
- 17) Buildings with basements or crawl spaces will be allowed only on lots with direct access to a storm sewer catch basin or junction box and shall have a plastic pipe with a check valve for a sump pump connection. _____
- 18) No sump pump, cellar or footing drain shall be connected to any sanitary sewer. _____
- 19) The subdivision lies inside/outside/partially within the Latham Water District. _____
- 20) Water mains and hydrants shall be installed, tested and accepted in accordance with "Latham Water District's Standard Specifications for Water Distribution System." _____
- 21) Hydrants at the end of dead end runs require restraint on the last three full length sections of water main. _____
- 22) Sanitary sewers shall be installed and accepted in accordance with the Town of Colonie Division of Pure Waters Rules and Regulations, and with sewer improvement area Number _____.

- 23) Where possible, sewer mains shall be laid at least 10 feet horizontally and 18 inches vertically from any existing or proposed water main. When vertical separation cannot be maintained, sewer mains shall be Ductile Iron Class 52 or PVC CL160, SDR26 pipe. _____
- 24) All plant materials installed pursuant to this subdivision plan shall conform to the American Standard Nursery Stock (ANSI Z60.1-1986) of the American Association of Nurserymen or equivalent recognized standard, and shall be installed and maintained in accordance with accepted industry practice. _____
- 25) A minimum of two trees of 2½” minimum caliper (deciduous trees) or 6’ minimum height (evergreen trees) shall be preserved or planted in each front yard. _____
- 26) A minimum of three trees of 2½” minimum caliper (deciduous trees) or 6’ minimum height (evergreen trees) shall be preserved or planted in each cul-de-sac island. Trees shall be shallow rooted and be located a minimum of five feet from any pipe line. _____
- 27) These plans are approved for conservation (cluster) subdivision in accordance with Section 278 of the New York State Town Law and Chapter 190, Article XII of the Code of the Town of Colonie. Open space areas designated on these plans are to remain undeveloped in consideration of modification of lot area requirements as provided in Section 278 and the Town Code. No alteration or use of said open space areas, unless expressly provided for on these plans, may be made without approval by the Colonie Planning Board. All lands not included within defined lot boundaries, street rights-of-way, or storm water management parcels shall be considered to be open space. Minimum yard setbacks shall be as noted on the typical lot layout shown hereon. (for conservation subdivisions only) _____
- 28) No fencing other than that shown on these plans shall be installed within this subdivision. (for conservation subdivisions only) _____
- z.) Where applicable, the following notes shall be placed in bold type, separated from other notes so as to be readily visible, and must be included in contracts for sale and deeds for each lot:
 - 1) This subdivision lies within the Albany International Airport noise exposure area and may be subject to periodic noise due to airport traffic. A noise study describing this impact in detail is available in the offices of the Albany Airport Authority, the Albany County Economic Development, Conservation, and Planning Office, and the Town of Colonie Planning and Economic Development Department. _____
 - 2) The storm water management system for this subdivision includes storm water management basins that may contain periodic or persistent standing water. _____
 - 3) The protected watercourse area identified on these plans may not be disturbed without applicable approvals from the Town of Colonie. (This note should be referenced at the points on the plans where the watercourse area is labeled.) _____

- 4) Wetlands identified on these plans may not be disturbed without applicable approvals from the U.S. Army Corps of Engineers and/or New York State Department of Environmental Conservation. These areas may be subject to periodic or persistent standing water conditions. (This note should be referenced at points on the plans where wetlands are labeled.) _____
- 5) The flood plain area identified on these plans may not be disturbed without applicable approvals from the Town of Colonie. (This note should be referenced at the points where the flood plain is labeled.) _____
- 6) _____ (insert street name) is intended to be extended in the future to provide access for development of adjacent lands. (Apply to any street terminating in a temporary turnaround.) _____
- aa.) Landscaping -
 - 1) Existing to be preserved _____
 - 2) Proposed species, size, location _____
 - 3) Deciduous trees 2-2 1/2" cal. min. _____
 - 4) Evergreen trees 5' ht. min. _____
- bb.) Grading plan (on separate sheet), which shall show:
 - 1) Existing and proposed contours at 2' intervals _____
 - 2) Schematic locations of proposed structures on each lot _____
 - 3) Street and lot layout _____
 - 4) Utility layout _____
 - 5) Rim elevations for storm structures _____
 - 6) Invert elevations for end sections _____
 - 7) Clearing and grading limit lines _____
 - 8) The following notes:
 - [a] The finished garage floor elevation for the houses on this plan shall be required to be a minimum of 18 inches above the intersecting point of the projected center line of the driveway and the center line of the roadway. _____
 - [b] Driveway grades shall not exceed 10%. _____
 - [c] Swales must be provided between houses along the side lot lines, and at the rear of houses where the rear yard slopes toward the house to divert surface runoff away from the houses. The centerline of swales at the rear must be a minimum of 10 feet from the foundation. _____
 - [d] In areas of proposed fill, all existing vegetation and other organic material, including the root mat, shall be removed prior to placement of the fill. The material shall be disposed of in an appropriate off-site facility, or processed for reuse on-site in a manner that will not be conducive to adverse effects of decomposition, such as the production of odors or of concentrations of noxious or explosive gases, or the creation of unstable subsurface conditions. The proposed method of on-site processing and reuse shall be specified in the grading permit application and may require certification by a licensed professional engineer as a safe and effective means of disposal. _____

- [e] No vegetation or other waste materials shall be buried on the site. _____
 - [f] All fill placed on the site shall be as free of organic material as is practicable. _____
 - 9) Minimum garage floor elevations for each lot _____
 - 10) Proposed erosion control measures _____
 - 11) Location of and data on soil tests, ground water elevation _____
 - cc.) The proposed location, size, and design of all playgrounds, recreation areas, and lands reserved for open space _____
 - dd.) All applicable requirements of Town Highway Law _____
 - ee.) Stamp and signature of a New York State licensed professional - plans shall be prepared by an engineer, surveyor, architect or landscape architect licensed by the State of New York and authorized under their New York license to execute the plans and contents thereof _____
 - ff.) Any other features the Planning Board may request _____

- 2. For conservation subdivisions only, the final plan submittal shall include:
 - a.) Approved Building Department zoning verification with all attachments. _____
 - b.) Architectural designs, prepared by a qualified licensed professional, depicting proposed buildings, which plans shall include:
 - 1) Building elevations from the front and rear and, where applicable, from the sides. _____
 - 2) Exterior finishes of the proposed buildings, including colors, materials, and decorative elements to be used in the project. _____
 - 3) Floor plans. _____
 - c.) A snow removal plan which includes areas reserved for the placement of snow removed from common parking areas and any cul-de-sac streets. _____
 - d.) A lighting plan which shall show all parking lot lighting, street lighting, walkway lighting, and decorative lighting proposed for the site. _____
 - e.) Any other features the Planning Board may request. The Planning Board may require changes in design elements that will make the project more harmonious with the natural environment of the site and more in keeping with the character of the neighborhood. If authorized by the Town Board, the Planning Board may waive the requirement for submittal and review of architectural designs if the applicant proposes to construct conventional, detached homes. _____

- 3. Storm Water Pollution Prevention Plan including Storm Water Management Report in accordance with the Town's standard format and Highway and Drainage Standards _____

- 4. For projects involving public sewer, water, highway or drainage:
 - a.) Plan/profile drawings in accordance with Town subdivision standard plans _____
 - b.) Engineer's reports for sanitary sewer and water systems _____
 - c.) All applicable requirements of the Town Highway Law. _____

- 5. Any additional engineering reports, supporting documentation, or other information as may be required by the Planning Board to complete its review. _____

6. Additional items:
- a.) Affidavit by applicant stating that he or she has searched or caused to be searched all available public records and the names of property owners shown on the map are correct as of the date of the map. _____
 - b.) Affidavit by surveyor stating that he or she has searched all available public records and the limits and owners of all properties shown on the map are correct as of the date of the map. _____
 - c.) A copy of any restrictive covenants proposed by the applicant, or a letter from the applicant stating that no such restrictions will be applied. _____
 - d.) A copy of the proposed declaration of covenants and restrictions for any proposed homeowners' association _____
 - i.) Archeological survey for sites shown on the State map of archeologically significant areas. _____
7. Grading permit required (issued by Bureau of Engineering) yes_____ no_____

COMMENTS ON FINAL SUBMISSION/REVIEW:

III. POST-HEARING SUBMITTALS

- 1. For projects involving public sewer, water, highway or drainage:
 - a.) Required warranty deeds, real property transfer gains tax affidavits and 8½" x 11" or 8½" x 14" boundary maps _____
 - b.) Construction time estimate sheet _____
 - c.) Inspection escrow and agreement, with insurance certificate _____
 - d.) Title insurance commitment for streets and storm water management areas _____

- 2. Additional items required prior to issuance of final approval (if applicable):
 - a.) County Public Works Department or New York State Department of Transportation approval _____
 - b.) County Health Department approval _____
 - c.) New York State Department of Environmental Conservation approval _____
 - d.) U.S. Army Corps of Engineers permit _____
 - d.) Digital image files of full set of final subdivision plans in format acceptable to the PEDD. _____