

Subdivision Review Application Final Stage

REVIEW PROCESS:

- 1) Required Pre-submission meeting with staff to determine general completeness to be held no later than 1 week prior to deadline day. Call (518) 761-8220 for an appointment.
- 2) Submittal of complete application: 1 original and 14 copies of the application package by monthly deadline.
- 3) Determination of application completeness. All necessary information must be provided and appropriate fee(s) paid for consideration for placement on an agenda for that month.
- 4) Incomplete applications will not be considered for placement on any agenda until all missing information has been submitted.
- 5) Planning Board meeting, generally the third & fourth Tuesday of each month. You will be advised in writing as to which meeting to attend.
- 6) Following the meeting you will be provided with a copy of the resolution stating the Board's decision on your application. If your application was denied your project cannot proceed as submitted.

DOCUMENTATION REQUIREMENTS:

- 1) Please submit **1 original & 14 copies** of the completed application package to include:

Completed Application: pages 1-5 completed, signed & dated

Pre-Submission Meeting Notes: signed by staff

Copy of Deed: 1

Survey

Fee: \$100 + \$50 per lot

ZONING STAFF & CONTACT INFORMATION:

- Craig Brown, Zoning Administrator craigb@queensburyny.gov
- Laura Moore, Land Use Planner lmoore@queensburyny.gov
- Shauna Baker, Office Specialist shaunab@queensburyny.gov (518) 761-8220

Visit our website at www.queensburyny.gov for further information and forms

General Information

Tax Parcel ID Number: _____

Zoning District: _____

Application Stage [check one]:

Sketch Plan Stage _____

Preliminary Stage _____

Final Stage _____

Indicate the following:

Number of lots proposed _____

Residential or Commercial _____

Total Lot acreage _____

Proposed lot sizes _____

Project location _____

Detailed Description of Project [include current & proposed use]:

Applicant Name:		Address:	
Home Phone		Cell:	
Work Phone		Fax	
E-Mail:			
Agent's Name:		Address:	
Home Phone		Cell:	
Work Phone		Fax	
E-mail			
Owner's Name		Address	
Home Phone		Cell	
Work Phone		Fax	
E-mail			

ITEMS TO BE IDENTIFIED BY STAFF DURING PRE-SUBMISSION MEETING

You should use this page for guidance when drafting your application; however, it will be completed by a staff member. Submittal of a preliminary plat depicting existing and proposed conditions shall include the items as noted below. Failure to include all required information may result in a determination of incompleteness and a delay in the processing of your application.

§ A183-16. Plat details and requirements.

The applicant is required to submit one (1) original and fourteen (14) copies of the final plat application. Such application shall include the following documents and/or information:

A. **FINAL PLAT.** The final plat shall be laid out by a licensed professional engineer with a properly executed New York State Education Department Exemption N or a licensed land surveyor. Such final plat shall be prepared at a scale of one inch equals 50 feet zero inches, clearly showing:

- (1) The bearing and length of all straight lines and the radii, lengths and central angles of all curves along all property and street lines.
- (2) The area of each lot in square feet or in acres, if such lot is larger than one acre.
- (3) The connection by proper measurement between street center lines where such streets are not straight across an intersecting street, both within the subdivision and where opposite existing streets or subdivisions.
- (4) A system of monuments to be located at all corners of intersections and angle points.
- (5) The building setback lines for each lot.
- (6) Fire and school district boundaries within the subdivision area.
- (7) Existing zoning, with the location of any district boundaries within 200 feet of the property to be subdivided.
- (8) The boundaries of the property, the lines of proposed lots, streets and parks, and the lines of all adjoining streets, their names and exact survey locations.
- (9) The names of all subdivisions immediately adjacent and opposite or, if not subdivided, the names of the owners of record of adjacent and opposite property.
- (10) A statement that the plan is in compliance with the Town of Queensbury Zoning Law.
- (11) A statement reading as follows: "Approved under authority of a resolution adopted _____ by the Planning Board of the Town of Queensbury, New York. _____, Chairman."
- (12) A title block, showing the name of the subdivision, the owner, the scale, the date and North point.
- (13) A certificate of the licensed engineer and/or land surveyor making such plan to the effect that the plan is correct and made from an actual survey; the license number and seal of the engineer and land surveyor shall be affixed to the drawing.

B. **ENDORSEMENT OF STATE AND COUNTY AGENCIES.** Evidence shall be supplied that any proposed water supply and sewage disposal facilities associated with the subdivision plat requiring approval by the Department of Environmental Conservation and/or New York State Department of Health have received at least preliminary approval(s) of such facilities and that any special district extensions required have been authorized by the Queensbury Town Board. Any proposed water supply and sewage disposal facility shall meet the Town of Queensbury design and construction standards for such facility. Editor's Note: See Ch. 136, Sewers and Sewage Disposal, and Ch. 173, Water. The plat shall not be stamped approved until all state-or county-required approvals for each lot of the subdivision have been received in writing by the Planning Board.

C. **OTHER PLANS AND REPORTS.** Other plans and reports shall be submitted as follows:

- (1) A planting plan illustrating species and location of proposed tree planting.
- (2) A tree clearing plan illustrating areas and methods of protection of existing trees to remain.
- (3) An erosion control plan illustrating methods and location of erosion control devices and schedule of maintenance of such devices and other actions to reduce erosion.
- (4) A stormwater management plan and a pollution prevention plan consistent with the requirements of Town of Queensbury Stormwater Management Local Law, and with the terms of preliminary plat approval.
- (5) Construction plans showing grading and other site improvements and details of those site improvements.

D. If the subdivision is to include any **PROTECTED OPEN SPACE**, all appropriate easements, deed covenants, conditions and restrictions approved by the Planning Board and/or the Town Attorney related to such protected lands.

E. **HOMEOWNERS' ASSOCIATION OR CONDOMINIUM AGREEMENTS.** If the subdivision is to be managed by a homeowners' association or condominium, copies of their regulations and agreements, indicating any restrictions required by the Planning Board, shall be submitted. If the subdivision is to be sold fee simple, copies of deeds indicating any restrictions required by the Planning Board shall be submitted.

F. **STREETS, RECREATION LAND OR OPEN SPACE.**

(1) The plat shall be endorsed with the necessary agreements in connection with required easements or releases. Offers of dedication to the Town shall be presented prior to plat approval. Formal offers of dedication to the Town of all streets and parks, not marked on the plat with notation to the effect that such dedication will not be offered, shall be filed with the Planning Board prior to plat approval. If the owner of the land or his agent who files the plat does not add as part of the plat a notation to the effect that no offer of dedication of such streets, highways or parks, or any of them, is made to the public, the filing of the plat in the office of the County Clerk or register shall constitute a continuing offer of dedication of the streets, highways or parks, or any of them, to the public, and said offer of dedication may be accepted by the Town Board at any time prior to revocation of said offer by the owner of the land or his agent.

(2) The approval by the Planning Board of a subdivision plat shall not be deemed to constitute or imply the acceptance by the Town of any street, park, playground or other open space shown on said plat. The Planning Board may require said plat to be endorsed with appropriate notes to this effect. If the Town Board determines that a suitable park or parks of adequate size cannot be properly located in any such plat or is otherwise not practical, the Board may require, as a condition to approval of any such plat, a payment to the Town of a sum to be determined by the Town, which sum shall constitute a trust fund to be used by the Town Board exclusively for neighborhood park, playground or recreation purposes, including the acquisition of property. The Planning Board may require the filing of a written agreement between the applicant and the Town Board covering future title, dedication and provision for the cost of grading, development, equipment and maintenance of any park or playground area.

G. **FEES.**

- (1) The application for final plat approval shall be accompanied by a fee as established by the Town Board by resolution and as listed on the correct schedule of fees for the Town of Queensbury posted in the Planning Office.
- (2) In addition to the fee listed on the schedule of fees, the Planning Board may charge a fee to developers of projects requiring legal and technical review, provided that the fee charged reflects the actual cost of the legal and technical assistance to the Planning Board.

PRE-SUBMISSION CONFERENCE FORM

TO BE COMPLETED WITH STAFF PRIOR TO SUBMISSION OF MATERIALS

1. Tax Map ID _____

2. Zoning Classification _____

3. Reason for Review: _____

4. Ordinance Section #: _____

5. Pre-Submission Meeting Notes; Outstanding Items To Be Addressed Include:

1. Deed	_____Yes	_____No
2. General Information	_____Yes	_____No
3. Final Plat Details & Requirements	_____Yes	_____No
4. Final Plat	_____Yes	_____No
5. Endorsement of State & County Agencies	_____Yes	_____No
6. Other Plans & Reports	_____Yes	_____No
7. Protected Open space documents	_____Yes	_____No
8. Homeowners Assoc. or Condominium Agreements	_____Yes	_____No
9. Streets, Recreation Landor Open Space	_____Yes	_____No
10. Fees	_____Yes	_____No
11. Signature Page	_____Yes	_____No

Staff Representative: _____

Applicant / Agent: _____

Date: _____

Signature Page

This page includes: **1.)** Authorization to Act as Agent Form; **2.)** Engineering Fee Disclosure; **3.)** Authorization for Site Visits; **4.)** Other Permit Responsibilities; **5.)** Official Meeting Disclosure and **6.)** Agreement to provide documentation required.

1.) AUTHORIZATION TO ACT AS AGENT:

OWNER'S AGENT FORM:

Complete the following if the **OWNER** of the property is not the same as the applicant

Owner: _____

Designates: _____

As agent regarding: _____ Variance _____ Site Plan _____ Subdivision _____ Petition for Zone Change

Tax Map No.: _____ Section _____ Block _____ Lot _____

Deed Reference: _____ Book _____ Page _____ Date _____

OWNER SIGNATURE: _____ **DATE:** _____

APPLICANT'S AGENT FORM:

Complete the following if the **APPLICANT** is unable to attend the meeting or wishes to be represented by another party:

Owner: _____

Designates: _____

As agent regarding _____ Variance _____ Site Plan _____ Subdivision _____ Petition for Zone Change

Tax Map No.: _____ Section _____ Block _____ Lot _____

Deed Reference: _____ Book _____ Page _____ Date _____

OWNER SIGNATURE: _____ **DATE:** _____

2.) ENGINEERING FEE DISCLOSURE: Applications may be referred to the Town consulting engineer for review of septic design, storm drainage, etc. as determined by the Zoning or Planning Department. Fees for engineering review services will be charged directly to the applicant. Fees for engineering review will not exceed \$ 1,000 without notification to the applicant.

3.) AUTHORIZATION FOR SITE VISITS: By signing this page and submitting the application materials attached herein, the Owner, Applicant, and his/her/their agent(s) hereby authorize the Zoning Board or Planning Board and Town Staff to enter the subject properties for the purpose of reviewing the application submitted. The Owner, Applicant, and their agent(s) also authorize Town Staff to enter the subject properties for the purpose of follow-up inspections of any approvals granted as per §179-16-040 of the code of the Town of Queensbury.

4.) OTHER PERMIT RESPONSIBILITIES: Other permits may be required for construction or alteration activity subsequent to approval by the Zoning Board or Planning Board. It is the applicant's responsibility to obtain any additional permits.

5.) OFFICIAL MEETING MINUTES DISCLOSURE: It is the practice of the Community Development Department to have a designated stenographer tape record the proceedings of meetings resulting from application, and minutes transcribed from those tapes constitutes the official record of all proceedings.

6.) AGREEMENT TO PROVIDE DOCUMENTATION REQUIRED: I, the undersigned, have thoroughly read and understand the instructions for submission and agree to the submission requirements, I acknowledge no construction activities shall be commenced prior to issuance of a valid permit. I certify that the application, plans and supporting materials are a true and complete statement/description of the existing conditions and the work proposed, and that all work will be performed in accordance with the approved plans and in conformance with local zoning regulations. I acknowledge that prior to occupying the facilities proposed, I or my agents, will obtain a certificate of occupancy as necessary. I also understand that I/we may be required to provide an as-built survey by a licensed land surveyor of all newly constructed facilities prior to issuance of a certificate of occupancy

I have read and agree to the above.

Signature [Applicant]

Print Name [Applicant]

Date signed

Signature [Agent]

Print Name [Agent]

Date signed