



TOWN OF QUEENSBURY

Sketch Plan Review Subdivision Application

Review Process:

Applicant and/or agent shall meet with Zoning Administrator to determine type of review needed.

Pre-submission meeting with staff is required to determine general completeness of application materials (to be held no later than 1 week prior to deadline submittal) –Call 761-8220 for an appointment. **DO NOT MAKE COPIES UNTIL AFTER THIS MEETING WITH STAFF.**

Application submittal: one (1) original application package, one (1) deed and 14 copies of the application package with application fee*

In addition: An electronic (pdf) copy of the entire application package would be appreciated.

Determination of application completeness and placement on an agenda

Planning Board meetings are generally the third & fourth Tuesday's of each month. You will be advised in writing as to which meeting to attend

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 approved, the next likely step is a Building Permit. If your application was denied your project cannot proceed as submitted.

*Fee: No fee for Sketch Plan review

Staff & Contact Information:

Craig Brown, Director of Planning / Zoning
& Zoning Administrator

craigb@queensburyny.gov

Laura Moore, Land Use Planner

lmoore@queensburyny.gov

Shauna Baker, Office Specialist – Planning

shaunab@queensburyny.gov

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 sketch plan 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.

§ A183-10 PLAN DETAILS AND REQUIREMENTS.

- A. The applicant shall submit 15 copies of a sketch plan application. Such subdivision sketch plan need not be a survey or be prepared by a licensed professional.
- B. Such sketch plan shall contain the following elements and information for the purpose of sketch plan review:
 - (1) The sketch plan need not be a survey but should be prepared at a scale and of such accuracy so as to provide a general depiction of the proposal (an enlarged copy of the tax map of the parcel may be used) and should show:
 - (a) The boundaries of the proposed subdivision.
 - (b) Topographic features, including existing grade contours utilizing existing United States Geological Survey data.
 - (c) General location of existing watercourses, including lakes, ponds, wetlands, streams or intermittent streams.
 - (d) General areas of existing vegetation, including wood lots and individual freestanding trees over six inches diameter at breast height.
 - (e) Approximate areas within the designated one-hundred-year floodplain, as determined by the United States Department of Housing and Urban Development Flood Insurance Program.
 - (f) General location of existing man-made features, including the location and sizes of power lines, pipelines, buildings and structures, storm drains and culverts, wells and septic tanks and fields of adjoining properties.
 - (g) Existing rights-of-way and/or easements across or adjacent to the proposed subdivision.
 - (h) The names and addresses of all applicants, if an individual or partnership, and the names and addresses of principal officers of a corporation.
 - (i) The name and address of the owner(s) of land on which the subdivision is to be located.
 - (j) A location map showing the property included in the proposed subdivision and all contiguous properties of the proposed subdivision and all properties within 500 feet in each direction from the boundary line of the proposed subdivision along any contiguous street or highway. All properties shall be identified by lot and parcel number and names of owners.
 - (k) The location and width of proposed street right-of-way and pavements.
 - (l) The proposed arrangement and approximate area, width, length and setback requirements of each lot and street pattern for the purpose of demonstrating to the Board that the proposed location of streets allows for lot layout in accordance with the Zoning Law for the zoning district or districts in which the subdivision is located.
 - (m) Additional information. Such additional information and exhibits the developer or the Planning Board may feel necessary to describe the project and its compliance with the requirements of these regulations shall be submitted.
 - (2) Fees. There is currently no fee for sketch plan review

Pre-Submission Conference Form

- 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. Completed Application _____ Yes _____ No
 - 3. Pre-Submission Meeting Notes _____ Yes _____ No
 - 4. Signature Page _____ Yes _____ No

Staff Representative: _____

Applicant / Agent: _____

Date: _____

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telephone:	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO
			YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO
			YES
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____			
☐ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?			
b. Consistent with the adopted comprehensive plan?			
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation service(s) available at or near the site of the proposed action?			
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?			
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES If No, describe method for providing potable water: _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If Yes, does the existing system have capacity to provide service? ☐ NO ☐ YES If No, describe method for providing wastewater treatment: _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	NO	YES	
b. Is the proposed action located in an archeological sensitive area?			
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____			
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☐ Urban ☐ Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ ☐ NO ☐ YES	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____ Name of Lead Agency	_____ Date
_____ Print or Type Name of Responsible Officer in Lead Agency	_____ Title of Responsible Officer
_____ Signature of Responsible Officer in Lead Agency	_____ Signature of Preparer (if different from Responsible Officer)

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.

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

For 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

For 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.

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