# SUBDIVISION REVIEW CHECKLIST

# (For Major Applications)

PEDD guideline for plan review only. For full requirements refer to applicable regulations, specifications, and standard plans.

ADDI	RESS C	PROPOSED PROJECT:		
	CON	ICEPT SUBMISSION		
	- Dat	e Submitted:		
	- Dat	e Checked:		
	- Che	ecked By:		
	1.	LAND USE BACKGROUND:	yes	no
		Access to public highway		
		Existing R.O.W. less than 50 feet		
		Variance granted		
		Previous subdivision approvals granted		
		Proposal in conformance with Comprehensive Plan		
		County Planning Board referral required		
		County or State Highway approval required		
		Public Highway, Water, or Sewer proposed		
		County Health Dept. Approval required		
		NYSDEC Storm Water discharge permit required		
		Review of street names by Post Office required (check yes		
		if zip code district crosses Town line)		
	2.	ENVIRONMENTAL BACKGROUND:		
		SEQR classification: Type II Unlisted Type I I	Exempt or excl	uded
			yes	no
		Site affected by Watercourse area		
		Site affected by Wetlands (State or Federal)		
		Site affected by Flood Plain		
		Site affected by Airport noise		
		height restrictions		
		Site on National Register of Historic Places		
		Site adjacent to public park or open space		
		Site on State map of archeologically significant areas (archeological assessment required)		
		Site within 500 feet of an agricultural district		
		Site within 500 feet of an agricultural district Site within one mile of Town landfill		
		Site within the Albany Pine Bush Preserve Study Area		
		Site within the Albany File Bush Freserve Study Area Site within boundary of any G.E.I.S. area		
		(specify):		
		Site affected by other features of environmental significance		

(specify):

3.	A narrative description of the proposed project, addressing its scope of purpose, justification and impact on the immediate area of influence and general (school, traffic generation, population, utilities aesthetics an compatibility) and including the following:	the town in
	<ul><li>a.) Address of site (street and number)</li><li>b.) Name of applicant and name of person or entity responsible for</li></ul>	
	compliance with all regulations	
	<ul><li>c.) Site zoning</li><li>d.) Project acreage</li></ul>	
	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	
	<ul><li>g.) Proposed number of lots</li><li>h.) Impact on adjoining property:</li></ul>	
	noise, visual, drainage, other	
	i.) Anticipated impact on services: (quantify and discuss impacts) traffic	<u> </u>
	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 or 30" x 42", folded to $8\frac{1}{2}$ "x11"). All information to be shown on a six when plan consists of multiple sheets with match lines, a 1"=200' overall also be submitted. Plans shall include the following:	ngle sheet -
	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	

	1.) 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 sl	nall be 22" x
	34" or 30" x 42", folded to 8½"x11"). All information to be shown on a	
	- when plan consists of multiple sheets with match lines, a 1"=200' overa	•
	also be submitted. Plans shall include the following:	1
	and the second of the second o	
	a.) Proposed street and lot layout with approximate dimensions	
	b.) Sight distance dimensions at intersections with existing streets,	<del></del>
	and analysis of compliance with standards	
	c.) Proposed street names	
	e.) Proposed utilities	
	f.) Proposed easements	
	g.) Proposed landscaping	
	h.) Proposed drainage concept	<del></del>
	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	
	1.) Stamp and signature of licensed land surveyor, or separate survey	
	plan bearing stamp and signature	

k.) Names of all adjoining property owners

	<ul> <li>a.) General massing of proposed buildings, including the type of structures proposed, that is, attached or detached</li> <li>b.) Proposed open space, parks, and recreational areas</li> <li>c.) Parking and circulation routes</li> <li>d.) Proposed landscaping concept</li> </ul>	  
6.	Approved Building Department zoning verification with all attachments (for conventional subdivision only)	
7.	Photograph(s) of site including, but not limited to, a street view and any significant environmental features	
8.	Digital image files (TIF or Auto CAD) of full set of concept subdivision plans in format acceptable to the PEDD.	
9.	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.	
10.	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.	
11.	Application form complete (form must be on blue paper)	
12.	Environmental assessment form complete	
13.	Review fee paid	
14.	Copy of deed conveying property to current owner and, if the applicant is not the owner, a copy of the purchase agreement	
15.	If the applicant desires a waiver of architectural review for a conservation subdivision, then a request for same must be included at this time	
16.	Street Classification: Type I (local residential) Type II (modified local residential) Type III (commercial, primary residential, or feeder)	
17.	SEQR  Lead agency determined  Determination of significance made  negative positive  Positive or negative declaration filed  EIS complete  Findings made  Compliance with GEIS	Date

Conceptual plans for conservation subdivision development shall also include:

# COMMENTS ON CONCEPT SUBMISSION/REVIEW:

ADDR	COF PROPOSED PROJECT:ESS OF PROPOSED PROJECT:EOF 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
	<i></i>
	<ul><li>1.) Exact boundary and lot lines, including bearings and distances</li><li>m.) Lot areas in square feet</li></ul>
	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)
	<ul> <li>q.) Existing utilities (location and size)</li> <li>r.) Proposed street names</li> <li>s.) Exact layout and dimensions of proposed streets</li> <li>t.) Location of existing and proposed highway boundary monuments</li> </ul>
	s.) Exact layout and dimensions of proposed streets
	t.) Location of existing and proposed highway boundary monuments
	<ul> <li>u.) Plans for removal of existing temporary turnaround, where applicable</li> <li>v.) Proposed utilities (location, size, and connection to existing)</li> </ul>
	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 building lots;
	stormwater management areas; and HOA parcels
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
0)	purposes, based on current Land Use Law requirements, and
	are not intended to represent conditions of approval of the
	*
7)	subdivision (For non-conservation development only).
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
10)	otherwise shown on these plans.
11)	The Applicant shall be responsible for keeping existing
11)	public highways and adjacent lands free of debris, soil, and
	· · · · · · · · · · · · · · · · · · ·
	other matter which may accumulate due to construction related to the site.
12)	
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
12)	disturbance.
13)	Location of all existing utilities to be verified at time of
1.4	construction.
14)	Backfill used in trenches excavated in existing roadways
	shall be placed in maximum 6-inch lifts and compacted by
1.5\	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.l-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 the open spaces area of 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.) \_\_\_\_\_ (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

	ncensed 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.	
	[g] Erosion control measures shall be provided as necessary	
	in accordance with the Town Stormwater Management and Erosion Control Law and the EPA Phase II Stormwater Quality Standards.	
	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.	
	<ul> <li>b.) Architectural designs, prepared by a qualified licensed professional, depicting proposed buildings, which plans shall include:</li> </ul>	
	<ol> <li>Building elevations from the front and rear and, where applicable, from the sides.</li> </ol>	
	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.	For condominium proposals, the following additional items shall be required:
	a.) Draft of offering plan submitted to PEDD & Town Attorney's Office
	b.) Applicant meets with county to break out individual unit parcels and obtain tax map numbers. Provide a table of SBL, address and ownership on the plans.
	c.) Subdivision map filed with Albany County Clerk
	d.) Town may issue model unit permits
	e.) Applicant files offering plan (which includes the declaration of condominium) with NYS Attorney General before any non-model building permits are issued and provides letter of acceptance to the PEDD and Town Attorney's Office
	f.) Applicant files condo declaration with Albany County Clerk before any CO's are issued. A copy of the filed Declaration of Condominium and proof of filing must be submitted to the PEDD and Town Attorney's Office.
6.	Any additional engineering reports, supporting documentation, or other information as may be required by the Planning Board to complete its review.
7.	Additional items:
	<ul> <li>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.</li> </ul>
	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
	e.) Archeological survey for sites shown on the State map of archeologically significant areas.
8.	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
	e.) Digital image files of full set of final subdivision plans in format acceptable to the PEDD.