

Initial Subdivision Applications Shall Include the Following:

- 1) **Subdivision Application Form:** completely filled out **(5 copies)**
- 2) **Plat:** The Plat must adhere to the requirements set forth in the Town of Guilderland Subdivision Regulations **(5 copies)**
- 3) **Fee:** As indicated on the application and in the fee schedule adopted by the Town Board. Checks should be made payable to the Town of Guilderland.
- 4) Minor Subdivision – SEQR Short Environmental Assessment Form **(5 copies)**
Major Subdivision – SEQR Long Environmental Assessment Form **(5copies)**
- 5) **Letter to the Chairman of the Planning Board:** Requesting to be placed on the agenda for consideration with a brief description of the project. **(5 copies)**
- 6) **Subdivision Checklist:** Include a copy of the enclosed Minor Subdivision or Major Subdivision checklist. Please complete the appropriate checklist for the type of subdivision application being submitted. **(3 copies)**
- 7) **PDF Files:** All application materials shall be provided in pdf format on CD or thumb drive.

After submission of the above items, staff will conduct an initial review of the materials for completeness. Review of the project will commence once staff has been determined all required materials have been submitted. When a project is on the Planning Board agenda, the applicant or their representative is required to be present.

Minor Subdivision Plat Data – Concept Plan Checklist

This application must be accompanied by 12 copies of a concept plan containing all information required by the Town of Guilderland's Subdivision Regulations, and a check, payable to the Town of Guilderland, in the amount required by the above listed application fees. Pursuant to §247-8.B of Town Subdivision Regulations, the following data shall be included on the concept plan:

THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION

- 1) ____ The subdivision name or title, if any; the scale, which shall be no less than one inch equals 100 feet; North direction, which shall be oriented toward the top of the plan; the plan date; and the label "Concept Plan."
- 2) ____ The subdivision boundaries and the owners of all contiguous properties.
- 3) ____ The zoning classification and tax map number(s) of the property to be subdivided.
- 4) ____ The total acreage of the subdivision, the number and dimensions of lots, including lot width, depth, and acreage or square footage of every proposed lot.
- 5) ____ All streets, either mapped or built, adjacent to the parcel.
- 6) ____ All existing restrictions on the use of land, including easements and covenants.
- 7) ____ All existing structures, wooded areas, watercourses, slopes of 12^o or greater and other significant physical features within the part to be subdivided and within 200 feet of the proposed subdivision's boundaries.
- 8) ____ The building envelope, which is determined by showing all the yard and other applicable setbacks in which proposed structures may be built.
- 9) ____ If applicable, the location and required setbacks from watercourses, wetlands, angle of repose reserves, protected slope reserves and the one-hundred-year floodplain.
- 10) ____ Contours with intervals of not more than 20 feet. A copy of the New York State Department of Transportation quadrangle map depicting the area of the proposed subdivision is adequate for the concept submission.
- 11) ____ A location map showing the scale, which shall not be less than one inch equals 2,000 feet.
- 12) ____ A location map showing all streets and lands within at least 5,000 feet of the proposed subdivision.

Minor Subdivision Plat Data – Final Plat Checklist

This application must be accompanied by 12 copies of a final plat containing all information required by the Town of Guilderland's Subdivision Regulations, and a check, payable to the Town of Guilderland, in the amount required by the above listed application fees. Pursuant to §247-9.B of Town Subdivision Regulations, the following data shall be included on the final plat:

THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION

- 1) ___ The subdivision name or title; the scale, which shall be no less than one inch equals 100 feet; North direction, which shall point toward the top of the plat; plan date; and the label "Final Plat."
- 2) ___ The name and address of the owner, subdivider and engineer or licensed land surveyor, including license number, seal and signature.
- 3) ___ Land survey showing dimensions, bearings and angles of all property lines and boundaries.
- 4) ___ The owners of all contiguous property and the names of adjoining developments, if applicable.
- 5) ___ The zoning classification and tax map number of the property to be subdivided.
- 6) ___ The proposed pattern of lots, including lot width, depth, and acreage or square footage of every proposed lot.
- 7) ___ The addresses of the proposed lots as assigned by the Assessor's office.
- 8) ___ All streets, either mapped or built, adjacent to the tract and the right(s)-of-way width thereof.
- 9) ___ The building envelope showing required setbacks in which proposed structures may be built.
- 10) ___ If applicable, the location and required setbacks from watercourses, wetlands, angle of repose reserves, protected slope reserves and the one-hundred-year floodplain, surveyed and delineated by a licensed engineer or land surveyor. All federal wetlands delineations must be approved by the Army Corps of Engineers, and all New York State wetland delineations must be approved by the New York State Department of Environmental Conservation.
- 11) ___ The location of all existing and proposed wells and septic systems, if known.
- 12) ___ All existing buildings, wooded areas, streams and other significant physical features within the part to be subdivided and within 200 feet.
- 13) ___ All existing restrictions on the use of land, including easements and covenants.
- 14) ___ Any other information as required by the Planning Board.
- 15) ___ A location map showing the scale, which shall not be less than one inch equals 2,000 feet.
- 16) ___ A location map showing all streets and lands within at least 5,000 feet of the proposed subdivision.

Major Subdivision Plat Data – Concept Plan Checklist

This application must be accompanied by 12 copies of a concept plan containing all information required by the Town of Guilderland's Subdivision Regulations, and a check, payable to the Town of Guilderland, in the amount required by the above listed application fees. Pursuant to §247-13.B of Town Subdivision Regulations, the following data shall be included on the concept plan:

THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION

- 1) ___ The subdivision name or title, if any; the scale, which shall be no less than one inch equals 100 feet; North direction, which shall be oriented toward the top of the plan; the plan date; and the label "Concept Plan."
- 2) ___ The subdivision boundaries and the owners of all contiguous properties.
- 3) ___ The zoning classification and tax map number(s) of the property to be subdivided.
- 4) ___ The total acreage of the subdivision, the number and dimensions of lots, including lot width, depth and acreage or square footage of every proposed lot.
- 5) ___ All streets, either mapped or built, adjacent to the tract.
- 6) ___ All existing restrictions on the use of land, including easements and covenants.
- 7) ___ All existing structures, wooded areas, watercourses, slopes 12° or greater and other significant physical features within the part to be subdivided and within 200 feet of the proposed subdivision's boundaries.
- 8) ___ The building envelope, which is determined by showing all the yard and other applicable setbacks in which proposed structures may be built.
- 9) ___ If applicable, the location and required setbacks from watercourses, wetlands, angle of repose reserves, protected slope reserves and the one-hundred-year floodplain. All federal wetlands delineations must be approved by the Army Corps of Engineers, and all New York State wetland delineations must be approved by the New York State Department of Environmental Conservation.
- 10) ___ Soil boring test information with the location of the water table.
- 11) ___ Contours with intervals of not more than 10 feet.
- 12) ___ A location showing a scale, which shall not be less than one inch equals 2,000 feet.
- 13) ___ A location map showing all streets and lands within at least 5,000 feet of the proposed subdivision.
- 14) ___ An area map showing a scale, which shall be one inch equals 400 feet.
- 15) ___ An area map showing all streets, lots and USGS contours between the subdivider's property and the nearest collector or arterial street in every direction, or within 5,000 feet of the subdivider's property, whichever is less. This map must show how the proposed subdivision relates to existing and proposed streets in adjoining subdivisions and to the Town's network of collector streets.

Major Subdivision Plat Data – Preliminary Plat

Checklist

This application must be accompanied by 12 copies of a preliminary plat containing all information required by the Town of Guilderland's Subdivision Regulations, and a check, payable to the Town of Guilderland, in the amount required by the above listed application fees. Pursuant to §247-14.B of Town Subdivision Regulations, the following data shall be included on the preliminary plat:

THIS COMPLETED CHECKLIST MUST BE SUBMITTED WITH YOUR APPLICATION

Preliminary Plat Map:

- 1) ___ The subdivision name or title; the scale, which shall be no less than one inch equals 100 feet; North direction, which shall be oriented toward the top of the plat; date; and the label "Preliminary Plat."
- 2) ___ The name and address of the owner, subdivider and engineer or licensed land surveyor, including license number, seal and signature.
- 3) ___ The subdivision's boundaries and the current owners of all contiguous properties and the names of any adjoining developments.
- 4) ___ The total acreage of the subdivision, the number and dimensions of lots, including width, depth, and acreage or square footage of every proposed lot.
- 5) ___ All streets and street names, either mapped or built, adjacent to and within the tract and the right(s)-of-way width thereof.
- 6) ___ The building envelope showing the required setbacks in which proposed structures may be built and any areas to be left undisturbed as required in § 247-30.
- 7) If applicable, the location and required setbacks from watercourses, wetlands, angle of repose reserves, protected slope reserves and the one-hundred-year floodplain, surveyed and delineated by a licensed engineer or licensed land surveyor.
- 8) ___ All existing and proposed wells and septic systems.
- 9) All existing structures, wooded areas, streams and other significant physical features within the part to be subdivided and within 200 feet.
- 10) ___ The zoning classification and tax map number(s) of the property to be subdivided.
- 11) ___ The zoning regulations affecting the proposed subdivision including setbacks, density, coverage and other regulations.
- 12) ___ All existing restrictions on the use of land, including easements and covenants.
- 13) ___ All green areas, open space and screen plantings, giving the size and type of plantings to be used, if applicable.
- 14) ___ The approximate location and dimensions of all property to be dedicated for public use or common use and the conditions of such dedications.
- 15) ___ The location and dimensions of land to be reserved for parks or recreational purposes, as required by §247-32.
- 16) ___ The location of all existing and proposed sidewalks, bikeways or footpaths both on the property and adjacent to it.
- 17) ___ A location map, at a scale of not less than one inch equals 2,000 feet, showing all streets and lands within at least 5,000 feet of the proposed subdivision.

Area Map:

- 1) ___ A scale, which shall be one inch equals 400 feet.
- 2) ___ All streets, lots and USGS contours between the subdivider's property and the nearest collector or arterial street in every direction, or within 5,000 feet of the subdivider's property, whichever is less. This map must show how the proposed subdivision relates to existing and proposed streets in adjoining subdivisions, and to the Town's network of collector streets.

Grading Plan:

- 1) ____ The existing topography with contours at intervals of not more than two feet with all slopes 12° or greater delineated [the datum plane for all topographic information shall be based on the National Geodetic Vertical Datum (NGVD) 1929].
- 2) ____ The approximate finished grades of the entire tract with contours at intervals of not more than two feet and indicating all areas of trees and vegetation which will be left undisturbed by development construction.

Street and Utility Plan:

- 1) ____ The names, location, profiles, width and approximate grade of all proposed streets. Elevations shall be shown at the beginning and end of each street, at street intersections and at all points where there is a change in direction or a 5% or greater change in slope.
- 2) ____ The proposed provision of water supply, fire protection, disposal of sanitary wastes and stormwater drainage. If the proposed subdivision will not be served by a public water supply, the Planning Board may require that the developer demonstrate that there is a supply of water adequate to serve the completed development and that the proposed layout and density of sanitary waste disposal facilities will not adversely affect the quality of groundwater within or adjacent to the subdivision.
- 3) ____ The location of existing and proposed utilities, including sewers, water mains, fire hydrants, storm drainage and culverts, with pipe sizes and direction to flow, both on the property and adjacent to it, and the boundaries of any proposed water or sewer districts.

Traffic Study:

- 1) ____ A traffic study estimating the average daily (AADT) and peak hour a.m. and p.m. trips to be generated by the completed subdivision. This study shall estimate the distribution of trips between the entrance(s) to the subdivision and the Town's arterial streets. Any intersection(s) whose peak hour levels of service may be adversely impacted by traffic from the completed subdivision shall be identified and mitigation measures offered, taking into consideration traffic from other existing and proposed subdivisions in the area.
- 2) ____ The traffic study shall be based on the latest Institute of Transportation Engineers data, methodology and standards.

Off-site Improvements:

- 1) ____ An off-site improvement plan showing the off-site improvements, if required, to be undertaken by the subdivider in conjunction with development of the subdivision.