



Town of Clifton Park

Planning Department

One Town Hall Plaza | Clifton Park, New York 12065 | (518) 371-6054 | FAX: (518) 371-1136

TO: Applicants and Consultants

FROM: Town of Clifton Park Planning Department

RE: **SITE PLAN - PLANNING BOARD REVIEW**

Enclosed please find the following information:

- ❖ Submission Review Process.
- ❖ Submission Deadline/Meeting Schedule.
- ❖ Fee Schedule. Visit <http://cliftonpark.org/index.php/departments/planning-department> to download an excel file - Site Plan Fees Calculator.
- ❖ Standard Notes.
- ❖ Planning Board Review Submittal Checklist.
- ❖ Site Plan Application Forms.
- ❖ Billing Contact Form.
- ❖ Owner Authorization Form for Site Plan Review.
- ❖ Ethics Disclosure Form.
- ❖ Short Environmental Assessment Forms (Please note for larger projects the Planning Board will require the Long Environmental Assessment Forms to be completed and as such applicants may choose to complete such for their initial submittal to expedite the review process).
- ❖ Postal Verification Form.
- ❖ Agricultural Data Statement Form. (where applicable).
- ❖ 500' Notification Requirements & Request Form.
- ❖ Project Soil Disturbance Process;
 - Required SWPPP components by Project Type – Tables 1 & 2.
 - Stormwater Control Facility Maintenance Agreement.
 - Stormwater Management Inspection Schedule.

The Town's internet address is: <http://cliftonpark.org>

Information available at the site includes: Planning Board Agendas (Email Alerts Available). All forms are available online in PDF format.

Important Notes:

1. Only COMPLETE applications will be accepted for placement on the Planning Board's next agenda. Please ensure that all necessary forms and payments are included, forms are signed etc. If you have questions regarding forms, calculation of fees, etc., please call to clarify PRIOR to submission day.

2. All application forms and submittal materials are also required to be submitted electronically in a pdf format on disk, email attachment or file transfer protocol service (i.e. Dropbox) accompanying the hard copy submittal.
3. All Planning Board Fees and escrow payments must be current at the time of submittal as well as any new fees required at submittal. No Exceptions will be made.
4. You must provide proof of mailing for the required 500' mailing notifications at the time of preliminary plan application submittal.

The Planning Department and Planning Board wish to remind you of the following:

1. Please submit ***ENGINEERING fees in a SEPARATE check*** made out to the Town of Clifton Park. Please submit ***INSPECTION ESCROW fees in a SEPARATE check (please include the project name within the memo portion of the check)*** made out to the Town of Clifton Park. Checks that combine fees will not be accepted.
2. The maximum sheet size for submissions shall be **30" x 42"**. Please **FOLD MAPS**. In addition to the submission of seven (7) **large** format maps, **eleven (11) reduced** maps, **not larger than 11" x 17"** shall be provided with each submittal phase.
3. The Board will be strictly enforcing §208-115C – “Lighting Plan: All site plans shall include a lighting plan, which shall delineate the type of fixture to be used and the subsequent lighting pattern, the height of the fixture and the wattage of the light system utilized”. A map showing the foot-candles of the lighting plan may also be required. International Dark-Sky Association approved lighting is preferred (<http://www.darksky.org/>)
4. **As per Town Code Section 208-113, “Should more than six months have elapsed from the date of preliminary approval before the applicant seeks final site plan approval, the Planning Board may, in its sole discretion, require the applicant to resubmit his preliminary site plan and pay an additional preliminary fee pursuant to the provisions of this section.”**
5. The Saratoga County Planning Board is the acting authority that reviews local development projects and land use actions subject to referral under New York State General Municipal Law (GML). GML Article B, Sections 239-m & n, require municipal boards to refer certain planning actions to the County Planning Board for review before taking final action. The purposes of these laws are to encourage local decision-makers to consider the countywide and inter-municipal impacts of their local land use decisions. The County Planning Board meets on the third Thursday of each month. Submittals (also called referrals) from local municipalities must be made by 12:00 PM on the Wednesday that is eight days prior to the regularly scheduled Thursday meeting to be included on the agenda. The need for a County Planning Board Recommendation may affect when the individual project may be scheduled to be placed on a Town Planning Board’s Agenda for preliminary/final site plan consideration.

Plans for final stamping by the Planning Board shall contain an original stamp and signature of the design professional on **6 (six)** complete sets of paper. Also, include the “Site Plan Approval CADD Stamp” File to the plans. CADD file can be downloaded from: <http://cliftonpark.org/index.php/departments/planning-department>



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Site Plan Review Process

Application for Concept Plan Review

Upon receipt of an application for site plan review, a concept review shall be held between the Planning Board and the applicant to review the basic site design concept and generally determine the information to be required on the preliminary site plan. At the concept review, the applicant shall provide the data discussed below, in addition to a statement or rough sketch describing what is proposed.

An area map showing the parcel under consideration for site plan review and all properties, subdivisions, streets and easements within 200 feet of the boundaries thereof.

A map of site topography at no more than ten-foot contour intervals. Where required by the Town Engineer or Stormwater Management Officer, a topographical map showing contour intervals of not more than two feet of elevation shall also be provided.

Preliminary Site Plan Application

Landscape: All landscaping plans shall include a written narrative description of the proposed project addressing its scope of application, purpose, justification and impact on the immediate area of influence and the Town in general (schools, traffic generation, population, utilities, aesthetics and land use compatibility).

Site plan: A site plan, drawn to a scale of not smaller than one inch equals 30 feet, shall be submitted, **which shall include the following information:**

- All existing and proposed property lines, building setback lines, easements and right-of-way lines, with dimensions, azimuths or angle data and curve data.
- All existing zoning and Planned Development District boundary delineations.
- All monuments, iron pipes and bench marks.
- The names of owners of all adjacent property.
- Street names
- A North arrow.

- A standard title block.
- A key map.
- Proposed use.
- Contour lines at two-foot intervals, minimum United States Geological Survey datum.
- Wetlands, stream and other drainage corridors, flood hazard areas (from FEMA Flood Insurance Rate Map); groundwater aquifers and/or recharge areas, Town Land Conservation Zones; ponds; reservoirs; habitat areas of rare; threatened or endangered species, significant forested areas; and any other important environmental features. Additionally, the boundaries of environmental areas to be left undisturbed and/or protected through deed restrictions, conservation easements or other agreements shall be shown. (These boundaries shall also be marked in the field prior to the start of soil disturbance activity, other than to install temporary soil erosion control measures, and left on-site until the Building and Development Department has made the final inspection.)
- The location of outdoor storage, if any.
- Provision for pedestrian access.
- The location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, berms and fences.
- The location of fire and other emergency zones, including location of fire hydrants.
- A description of the method of sewage disposal and location, design and construction materials for such facilities.
- A description of the method of securing water and the location, design and construction materials for such facilities.
- Traffic circulation shown so as to provide for the safety and ease of vehicular movement.
- The location, design and construction materials of all parking and truck loading areas.
- Parking provisions.
- A parking plan shall delineate the number of parking spaces and the parking arrangement, including parking and pedestrian walkways for the handicapped
- All buildings, sidewalks and lighting, as well as the location of heating and air-conditioning units, trash bins and any other outdoor storage or machinery, shall be shown on the plans.
- The location of all outdoor lighting facilities.
- A delineation of the arrangement, location, species and dimensions of all existing and proposed landscaping materials. All landscaping vegetation shall be labeled with both the common and botanical names.
- A planting schedule listing each plant, shrub or tree, its approximate initial size and the quantity of each proposed.
- Proposed site grading.
- Stormwater management and erosion control plan. For applications involving soil disturbance of more than five acres and for those with one to five acres of soil disturbance that, due to the nature of the disturbance, require additional detail, a stormwater management and erosion control plan shall be submitted in accordance with Chapter 86, Article II, § 86-7, stormwater management and erosion control design standards, of the Code of the Town of Clifton Park.
- Lighting plan. All site plans shall include a lighting plan, which shall delineate the type of fixture to be used and the subsequent lighting pattern, the height of the fixture and the wattage of the light systems utilized.

- Architectural plan - Whenever a site plan is required pursuant to Article XVI of Town Code and new construction is proposed for the site or the exterior facade of an existing building is to be modified in any way, the applicant shall, in addition, submit architectural drawings which shall include building elevations drawn to a scale equal or greater than 1/16 inch equals one foot. The elevations submitted shall include at least the following: front view, rear view and side view. The elevations shall show doorways, windows, loading areas, foundations, landscape planting, etc., and shall indicate the materials and exterior finishes to be used in construction. Pedestrian walkways, entrances and exits for use by the handicapped shall be provided in accordance with the New York State Uniform Fire Prevention and Building Code.

Review of Preliminary Site Plan; Public Hearing

The Planning Board's review of a preliminary site plan shall include, as appropriate, but is not limited to, the following considerations listed under Section 208-116 of the Clifton Park Town Code.

Consultant Review - The Planning Board may, in the course of its review, consult the Town Building Inspector, Bureau of Fire Prevention, Highway Superintendent, Town Board, Zoning Board of Appeals, Environmental Conservation Commission, Parks and Recreation Committee, County Planning Board, other local and county officials and its designated private consultants and, in addition thereto, may consult with any representatives of the federal and state agencies whose advice would, in the opinion of the Planning Board, be helpful in making its determination, including but not limited to the Soil Conservation Service, the State Department of Transportation and the State Department of Environmental Conservation.

Public Hearing - The Planning Board may conduct a public hearing on the preliminary site plan. If a public hearing is considered desirable by a majority of the members of the Planning Board, such public hearing shall be conducted within 62 days of the receipt of the application for preliminary site plan approval and shall be advertised in the designated official newspaper of the Town and, in addition, if felt desirable, in a newspaper of general circulation in the Town at least five days before the public hearing. In determining whether or not to hold a hearing, the Planning Board will consider the degree of interest shown by other persons for the project and the extent to which a public hearing can aid in its decision making process by providing a forum for and an efficient mechanism for the collection of public comment. Whether to hold a public hearing is solely in the discretion of the Planning Board.

Within 62 days of the receipt by the Board of an application for a preliminary site plan approval or the preliminary public hearing, if one is held, the Planning Board shall act on it. If no decision is made within said sixty-two-day period, the preliminary site plan shall be considered approved. The Planning Board's action shall be in the form of a written statement, embodying the terms of the Planning Board's motion on the application, and shall state whether or not the preliminary site plan is approved, approved with modifications or disapproved. The Planning Board's statement may include required modifications to be incorporated in the final site plan, and conformance with said modifications shall be considered a condition of approval. If the preliminary site plan is disapproved, the Planning Board's statement will contain the reasons for such findings. In such a case, the Planning Board may recommend further study of the site plan and resubmission to the Planning Board after it has been revised or redesigned.

Application for Final Site Plan Approval

After receiving approval, with or without modifications, from the Planning Board on a preliminary site plan, the applicant shall submit a final, detailed site plan to the Planning Board for approval. If more than six months have elapsed since the time of the Planning Board's action on the preliminary site plan and if the Planning Board finds that conditions have changed significantly in the interim, the Planning Board may require a resubmission of the preliminary site plan for further review and possible revision prior to accepting the proposed final site plan for review.

The final site plan shall conform substantially to the approved preliminary site plan. It shall incorporate any modifications that may have been required by the Planning Board in its preliminary review. All such compliances shall be clearly indicated by the applicant on the appropriate submission. Any noncompliance shall also be noted. The following additional information shall accompany an application for final site plan approval:

- 1) Record of application for and approval status of all necessary permits from state and county officials.
- 2) Detailed construction drawings and final material specifications of all required improvements.
- 3) An estimated project construction schedule.

Public hearing. The Planning Board may conduct a public hearing on the final detailed site plan. Whether or not to hold such a public hearing is solely within the discretion of the Planning Board.

Stormwater pollution prevention plan: A stormwater pollution prevention plan consistent with the requirements of Local Law Number 15 of 2007 shall be required for site plan approval. The SWPPP shall meet the performance and design criteria and standards in Section C of this local law. The approved Site Plan shall be consistent with the provisions of this local law. [Added 12-17-2007 by L.L. No. 13-2007]

- 1) Prior to final site plan approval and issuance of a building permit, the applicant shall certify that the appropriate stormwater permits have been secured for stormwater discharges associated with construction activities and that the SWPPP has been prepared in accordance with the NYS SPDES requirements.

The following is the standard approval box on all site plan plots.

The following 3-inch by 6-inch approval box must appear on the site plan map.

TOWN OF CLIFTON PARK PLANNING BOARD APPROVAL
APPROVED BY MOTION OF THE PLANNING BOARD OF THE TOWN OF CLIFTON PARK, NEW YORK, ON THE _____ DAY OF _____, 20__ SUBJECT TO ALL REQUIREMENTS AND CONDITIONS OF SAID MOTION. ANY CHANGES, ERASURES, MODIFICATIONS OR REVISIONS OF THIS PLOT, AS APPROVED, SHALL VOID THIS APPROVAL.
SIGNED THE _____ DAY OF _____, 20__ BY

PLANNING BOARD CHAIRMAN

Expiration of Approval; Extension

The Planning Board approval shall be valid for one year from the date of Planning Board Final or Conditioned Final Approval. If compliance with the site plan is not made by the applicant before the termination of this one-year period, said approval shall automatically terminate.

The Planning Board may, in its sole discretion, at the applicant's written timely request and, in any event, at least 30 days prior to the expiration of the initial one-year approval, grant the applicant an extension of time within which to comply with the site plan, provided that the applicant has made reasonable, good faith efforts to complete construction and implement the site plan as provided within the aforesaid one-year period, and further provided that such extension shall in no event exceed one year. No further extensions shall be permitted.



Town of Clifton Park

Planning Department

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2022 Planning Board Schedule

<u>Meeting Dates</u>			<u>Submittal Deadlines (at noon)</u>
Tuesday, January 11, 2022			Monday, December 20, 2021
Tuesday, January 25, 2022			Monday, January 3, 2022
Tuesday, February 8, 2022		**	Friday, January 14, 2022
Wednesday, February 23, 2022		***	Monday, January 31, 2022
Tuesday, March 8, 2022			Monday, February 14, 2022
Tuesday, March 22, 2022			Monday, February 28, 2022
Tuesday, April 12, 2022			Monday, March 21, 2022
Tuesday, April 26, 2022			Monday, April 4, 2022
Tuesday, May 10, 2022			Monday, April 18, 2022
Wednesday, May 25, 2022		***	Monday, May 2, 2022
Tuesday, June 14, 2022			Monday, May 23, 2022
Tuesday, June 28, 2022			Monday, June 6, 2022
Tuesday, July 12, 2022	*	**	Friday, June 17, 2022
Tuesday, August 9, 2022	*		Monday, July 18, 2022
Tuesday, September 13, 2022			Monday, August 22, 2022
Tuesday, September 27, 2022		**	Friday, September 2, 2022
Wednesday, October 12, 2022		***	Monday, September 19, 2022
Tuesday, October 25, 2022			Monday, October 3, 2022
Tuesday, November 8, 2022			Monday, October 17, 2022
Tuesday, November 22, 2022			Monday, October 31, 2022
Tuesday, December 13, 2022	*		Monday, November 21, 2022
Tuesday, January 10, 2023			Monday, December 19, 2022

*Note: * Only one meeting in the months of July, August and December.*

***Due to holiday on the following Monday, submittal date is on a Friday.*

**** Meeting not on Tuesday as usual*

STANDARD SITE PLAN NOTES

STANDARD CONSTRUCTION NOTES:

All vehicles, construction equipment, and material associated with this development shall be parked, operated and stored on the subject property only.

All disturbed areas shall have grass/vegetation established prior to the final inspection for a certificate of occupancy.

Grading and filling of the site is allowed only after the site plan has been approved and stamped. All such work is at the property owner's risk until a building permit is issued. No structural work or demolition of any kind is allowed without a building permit. The Building Department will not issue a building permit until the site plan has been approved.

Pavement markings and signage at the driveway entrance and onsite are the perpetual maintenance responsibility of the owner and assigns.

Notify the Town of Clifton Park Highway Department at 518-371-7310 a minimum of 72 hours prior to the start of any construction activities within the Town's public rights-of-way such as but not limited to paving, placing of pipe, digging or grading activities. Such activities may require the property owner to obtain a Highway Work Permit.

The contractor shall have a copy of the approved/stamped construction plans and approved traffic control plan at the project site at all times.

For any excavation or construction work, state law requires a property owner to place a location request with Dig Safely New York prior to doing so. The property owner or their contractor can place a location request by calling Dig Safely New York at 811.

NOTE FOR PERMANENT OPEN SPACE AREAS:

Allowable uses within the permanent Open Space shall be pursuant to those prescribed within §208-16(2) of the Clifton Park Town Code.

The Permanent Open Space Area shall be established by either: Permanent deed restrictions written for each respective lot, or, by preparation of a written Deed of Permanent Conservation Easement" drafted in consultation with the Town Planning Board Attorney, Town Open Space Coordinator, and Planning Staff to satisfy the Planning Board's intent. Any deed restrictions must be incorporated into any proposed deeds for conveyances of these parcels of land. Each existing or future purchaser/owner of each respective lot with a Permanent Open Space Area(s)/Easement(s) shall be provided with a copy of the site or subdivision plan clearly depicting the Permanent Open Space.

Any modifications any of the Permanent Open Space Area must receive prior approval from the Town of Clifton Park Planning Board.

These restrictions will be incorporated into any proposed deeds for conveyances of these parcels of land.

ECC STANDARD NOTES:

HARMFUL / HAZARDOUS MATERIALS AND HEALTH ISSUES:

No salts, fertilizers, pesticides, or other materials may be used on this property where they will contaminate any wetland areas or surface water through runoff, leaching, or in any other manner which violates the New York State Environmental Conservation Law.

MARKING AREAS NOT TO BE DISTURBED:

The borders of all land that is to remain undisturbed shall be clearly marked on the site before site preparation begins. These on-site boundary markers shall remain until construction is completed and soils are stabilized.

EROSION AND WATER QUALITY CONTROLS:

All erosion and water quality controls shall be put in place at the initial phase of site preparation and shall be maintained until all construction ends and soils are stabilized.

FUGITIVE DUST AND DEBRIS:

The Applicant will control fugitive dust and debris during the construction/demolition phase of the project.

**TOWN OF CLIFTON PARK PLANNING BOARD
APPLICATION FOR SITE PLAN REVIEW**

NAME OF SITE PLAN: _____

ADDRESS: _____ TAX MAP (SBL) #: _____

DESCRIPTION: Total Acreage: _____ Current Zoning: _____

Building Area: _____ Total # Parking Spaces: _____

WATER PROVISIONS: Well () Existing Water Hookup () New Water Hookup ()

Service Area: Clifton Park Water Dist. #1 () Rivercrest Water Dist. ()

Primary Road Frontage Name: _____ Length: _____

SANITARY PROVISIONS: _____

(Note: NYS Uniform Code requires connection to water or sanitary supply if available within 100' in a residential zone and 500' in a commercial zone.)

WILL THIS PROJECT INVOLVE IDA FUNDING/SPONSORSHIP? yes () no ()

NARRATIVE DESCRIPTION: _____

Name of proposed development: _____

Applicant name: _____

Email: _____ Phone: _____

Address: _____

City: _____

State: _____ Zip: _____

Owner name (if different): _____

Email: _____ Phone: _____

Address: _____

City: _____

State: _____ Zip: _____

Plans prepared by: _____

Email: _____ Phone: _____

Address: _____

City: _____

State: _____ Zip: _____

If more than one owner, provide information for each

Billing Contact Form

Please note it is the applicant's responsibility to keep the Billing Contact information up to date with the Planning Department. Complete only Part I with any new submittal package and make sure the address accurately reflects the proper mailing address. If you are revising the Billing Contact information please complete both Parts I & II.

Part I

I will be the Billing Contact for this Project: _____

Project Name

Contact: _____

Signature of Billing Contact

Date

Organization: _____

Mailing Address: _____

Town: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Part II - Revised Billing Information (For changes to Billing Contacts ONLY)

I _____, by completing this Part II Section of the

Print Name

Billing Contact Form, allow for the project's original Billing Contact Form to be edited and updated to reflect the current information reflected in Parts I & II of this form.

Signature of Billing Contact

Date

Organization: _____

Mailing Address: _____

Town: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

**OWNER AUTHORIZATION FOR
SITE PLAN/SUBDIVISION REVIEW**

The undersigned, who is the owner/contract vendee of the premises known as _____
_____, and identified as Tax Map # _____, hereby authorizes _____
_____ to bring the application herein before the Planning Board of the
Town of Clifton Park for site plan review/subdivision approval.

The undersigned further permits the Town or its authorized representative access to the property to review existing
site conditions during the review process.

STATE OF NEW YORK)
COUNTY OF SARATOGA)SS.

On this _____ day of _____, Two Thousand and _____, before me, the subscriber, personally
appeared _____ to me personally known and known
to me to be the same person described in and who executed the within Instrument, and he acknowledged to me that
(s)he executed the same.

Owner/Contract Vendee

Notary Public



Town of Clifton Park

Applicant Ethics Disclosure Form

APPLICANT ETHICS DISCLOSURE FORM

(Local Law # 16, 1989: Section 9; As Amended by Local Law #5, 1992)

Any person who submits an application, petition, bid, or request to the Town must fill out this form and give it to the Town at the time of application. Please answer all questions.

Name of Applicant, Petitioner, or Bidder: _____

Address: _____

Name of Application, Petition, or Bid: _____

1. Have you contributed at least \$100 (one hundred dollars) or more during the previous sixty months (5 Years) to any Town employee or officer? If so, list the names of such Town employee(s) or officer(s).

2. Is there any Town officer or employee who both:
- a. is required, individually or in a group, to take any kind of action (other than a ministerial act*) on your application
 - and:
 - b. has an interest* in your application? If so, list the Town employee's or officer's names:

3. If you filled in any names for question 2 above, please fully describe in what way and to what extent each Town employee or officer you named "has an interest":

Signed: _____

Dated: _____

* "Ministerial Act" means an action performed in a prescribed manner imposed by law without the exercise of judgement or discretion as to the propriety of the action.

* "has an interest" means that the Town employee or officer, or his/her spouse (a) is you; (b) is a family member of yours; (c) is an officer, director, partner, member, or employee of yours; (d) owns or controls more than 5% (five percent) of the stock in your company; or (e) will receive in any way a financial or material benefit if the Town approves this application.



Town of Clifton Park

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TO: Applicants & Consultants

FROM: John Scavo, Director of Planning

RE: 6 NYCRR Part 617 of the State Environmental Quality Review Act (SEQR)

The webpage below will provide helpful guidance information to applicants and their design professionals on completing an environmental assessment form (EAF), both short and long forms:

<http://www.dec.ny.gov/permits/357.html>

The site plan application packet contains a short form for your consideration. However, for all Type I Actions under SEQRA a Part I Long EAF must be completed. The long form can be found at the website link noted above.

It is also important to note that the web link contains resource materials and information on utilizing state web-based interactive mapping applications to assist you in completing the required SEQRA documentation.



Town of Clifton Park Planning Board

Concept Review Submittal Checklist

Project ID #:

Submittal Date: _____

Project Name: _____

Requested Meeting Date: _____



CONCEPT REVIEW

Total Copies Needed

Applicant

Internal

Application Form	18		
EAF [Circle one: LONG SHORT]	18		
Agricultural Data	18		
Owner Authorization Form	1		
Ethics Disclosure Form	1		
Postal Verification Form	1		
Billing Contact Form	1		
Concept Review Fee (<i>payable to Town of Clifton Park</i>)	\$ _____		
Engineering Fee (<i>payable to Town of Clifton Park</i>)	\$ _____		
Site Plan/ Subdivision Plan (FOLDED)	11 11x17" and 7 large		
All pages in TIF or PDF Format	DVD/Flash Drive or Email		

separate checks {

OR REVISED CONCEPT REVIEW (if applicable)

previously seen on :

Review Fee (<i>payable to Town of Clifton Park</i>)	\$ _____		
Engineering Fee (<i>payable to Town of Clifton Park</i>)	\$ _____		
Subdivision Plan (FOLDED)	11 11x17" and 10 large		
Correspondence/Response Comments	18 copies		
All pages in TIF or PDF Format	DVD/Flash Drive or Email		

separate checks {

CONCEPT PLAN TO INCLUDE:

Basic Site Design Conceptual Site Plan		
Map Legend with North Arrow.		
Show the parcel under consideration for site plan review and all properties, subdivisions, streets and easements within 200 feet of the boundaries.		
Site topography at no more than ten-foot contour intervals. Where required by the Town Engineer or Stormwater Management Officer, a topographical map showing contour intervals of not more than two feet of elevation shall also be provided.		
Significant forested areas and any other important environmental features		

* By checking each box, the applicant is certifying that the required item is included with the submittal.

If an item is not included with the submittal, the Planning Director reserves the right to hold an application for a future date until all items are deemed complete

* I acknowledge that I have received the application for Planning Board Review from the Town of Clifton Park. I have received the Director's Memo advising me of steps necessary to obtain Planning Board Approval within the Town of Clifton Park and agree to submit all necessary documentation and/or fees for pursuing said approval.

01 THIS SHEET MUST ACCOMPANY EACH SUBMITTAL

Submitted by: _____

Signature



Project ID #: _____
 Project Name: _____

Submittal Date: _____
 Requested Meeting Date: _____

separate checks {

#	PRELIMINARY/FINAL REVIEW	Total Copies Needed	Applicant	Internal
	Review Fee (includes 500' Notice fee) (payable to Town of Clifton Park)	\$ _____		
	Engineering Fee (payable to Town of Clifton Park)	\$ _____		
	Site Plan/ Subdivision Plan (FOLDED)	(11) 11x17" and (7) large		
	Proof of Mailing	Proof		
	Correspondence/Response Comments	(18) copies		
	All pages in TIF or PDF Format)	1 DVD/Flash Drive or Email		

STORMWATER - Required by Preliminary Review

SWPPP Narrative Summary	18		
Erosion and Sediment Control Plan	(7) large		
SWPPP Books	2		
Notice of Intent	2		
All pages in TIF or PDF Format	1 DVD/Flash Drive or Email		

PRELIMINARY SITE PLAN TO INCLUDE:

A site plan, drawn to a scale of not smaller than one inch equals 30 feet.		
All existing and proposed property lines, building setback lines, easements and right-of-way lines, with dimensions, azimuths or angle data and curve data.		
All existing zoning and Planned Development District boundary delineations.		
All monuments, iron pipes and bench marks.		
The names of owners of all adjacent property.		
Street names, north arrow, standard title block, and a key map.		
Proposed use.		
Contour lines at two-foot intervals, minimum United States Geological Survey datum.		
Wetlands, stream and other drainage corridors, flood hazard areas (from FEMA Flood Insurance Rate Map); groundwater aquifers and/or recharge areas, Town Land Conservation Zones; ponds; reservoirs; habitat areas of rare; threatened or endangered species, significant forested areas; and any other important environmental features. Additionally, the boundaries of environmental areas to be left undisturbed and/or protected through deed restrictions, conservation easements or other agreements shall be shown. (These boundaries shall also be marked in the field prior to the start of soil disturbance activity, other than to install temporary soil erosion control measures, and left on-site until the Building and Development Department has made the final inspection.)		
The location of outdoor storage, if any.		
Provision for pedestrian access and bicycle storage rack.		
The location, design and construction materials of all existing or proposed site improvements, including drains, culverts, retaining walls, berms and fences.		
The location of fire and other emergency zones, including location of fire hydrants.		
A description of the method of sewage disposal and location, design and construction materials for such facilities.		
A description of the method of securing water and the location, design and construction materials for such facilities.		
Traffic circulation shown so as to provide for the safety and ease of vehicular & pedestrian movements.		
The location, design and construction materials of all parking and truck loading areas.		
Parking provisions. -A parking plan shall delineate the number of parking spaces and the parking arrangement, including parking and pedestrian walkways for the handicapped.		
All buildings, sidewalks and lighting, as well as the location of heating and air-conditioning units, trash bins and any other outdoor storage or machinery, shall be shown on the plans.		
The location of all outdoor lighting facilities.		
A planting schedule listing each plant, shrub or tree, its approximate initial size and the quantity of each proposed.		
A delineation of the arrangement, location, species and dimensions of all existing and proposed landscaping materials. All landscaping vegetation shall be labeled with both the common and botanical names.		
Stormwater pollution prevention plan.		
Stormwater management and erosion control plan. For applications involving soil disturbance of more than five acres and for those with one to five acres of soil disturbance that, due to the nature of the disturbance, require additional detail, a stormwater management and erosion control plan shall be submitted in accordance with Chapter 86, Article II, § 86-7, stormwater management and erosion control design standards, of the Code of the Town of Clifton Park.		
Lighting plan. All site plans shall include a lighting plan, which shall delineate the type of fixture to be used and the subsequent lighting pattern, the height of the fixture and the wattage of the light systems utilized.		
Architectural plan - Whenever a site plan is required pursuant to Article XVI of Town Code and new construction is proposed for the site or the exterior facade of an existing building is to be modified in any way, the applicant shall, in addition, submit architectural drawings which shall include building elevations drawn to a scale equal or greater than 1/16 inch equals one foot. The elevations submitted shall include at least the following: front view, rear view and side view. The elevations shall show doorways, windows, loading areas, foundations, landscape planting, etc., and shall indicate the materials and exterior finishes to be used in construction. Pedestrian walkways, entrances and exits for use by the handicapped shall be provided in accordance with the New York State Uniform Fire Prevention and Building Code.		
The applicant shall submit satisfactory proof that the property owners within 500 feet of the perimeter of the lands proposed for site plan approval have been notified in writing of the nature (include a brief narrative about the project and its location, including number of units, approximate commercial square footage) of the proposed site plan		

* By checking each box, the applicant is certifying that the required item is included with the submittal.
 If an item is not included with the submittal, the Planning Director reserves the right to hold an application for a future date until all items are deemed complete

* I acknowledge that I have received the application for Planning Board Review from the Town of Clifton Park. I have received the Director's Memo advising me of steps necessary to obtain Planning Board Approval within the Town of Clifton Park and agree to submit all necessary documentation and/or fees for pursuing said approval.

01 THIS SHEET MUST ACCOMPANY EACH SUBMITTAL

Submitted by: _____
 Signature



Town of Clifton Park Planning Board

Stamping Review Submittal Checklist

Project ID #: _____

Submittal Date: _____

Project Name: _____

Requested Meeting Date: _____

Please Check Type of Submission below:

#

Total Copies Needed

Applicant



Internal

FINAL PLANS FOR STAMPING

previously seen on :

	Yes	No		
Final Conditions Addressed per review letter				
Outstanding Engineering Fee	\$ _____			
Site Plan (FOLDED) OR	6 Paper			
Subdivision Plan (Paper to be FOLDED)	2 Mylar and 6 Paper			
PDF Format (Scanned after stamping)	1 DVD/Flash Drive or Email			

Other

Deed descriptions				
TP-584				

FINAL SITE PLAN TO INCLUDE:

911 Address		
Stamps and final sign offs from other permitting agencies prior to TOCP stamping		

Other Final Fees

Please circle below:

Site Inspection Security Deposit L.O.C. GIS Parkland GEIS

* By checking each box, the applicant is certifying that the required item is included with the submittal.
If an item is not

* I acknowledge that I have received the application for Planning Board Review from the Town of Clifton Park. I have received the Director's Memo advising me of steps necessary to obtain Planning Board Approval within the Town of Clifton Park and agree to submit all necessary documentation and/or fees for pursuing said approval.

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Submitted by: _____
Signature

Town of Clifton Park

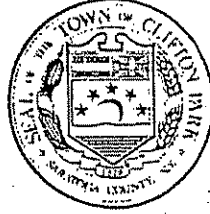
One Town Hall Plaza
Clifton Park, New York 12065
(518) 371-6702
FAX: (518) 383-2668

Department of Building & Development

SBL# _____

ESN# _____

PO _____



POSTAL VERIFICATION FORM

Date: _____

APPLICANT: _____ Phone/Fax#: _____

Subdivision/Site Plan/

Project Name: _____

Street Name(s): _____

SUBMIT TO: Clifton Park Building Department
Attn: Sheryl Reed
1 Town Hall Plaza
Clifton Park, NY 12065

FAX #: 383-2668

TO BE COMPLETED BY BUILDING DEPARTMENT

Postal Numbers Assigned Per Lot by Fire Prevention: _____

Inspector's Signature: _____

Verified or Changed by Post Office: _____

Post Office Branch _____

Authorized Signature _____

AGRICULTURAL DATA STATEMENT AND CONTROL FORM

Town of _____ Tax Parcel No. _____ - _____ - _____
(section) (block) (lot)

Consolidated Agricultural District No. 1 or 2 Street Name _____
(circle)

NOTE: Section 283-a of the Town Law (effective July 1, 1993) requires that any application for a Special Permit, Site Plan Approval, Use Variance or Subdivision Approval on property within an Agricultural District containing a farm operation, or on property with boundaries within five hundred (500) feet of a farm operation that is located in an Agricultural District, include an Agricultural Data Statement. All applications requiring an Agricultural Data Statement must be referred to the Saratoga County Planning Board in accordance with amended section 239-m and 239-n of the General Municipal Law (effective July 1, 1993).

Part I: Agricultural Data Statement

Name of Applicant _____

Mailing Address _____

Description of Project _____

Names and addresses of those owners of land within Consolidated Agricultural District No. _____ that contain farm operations **and** are located within five hundred (500) feet of the project property:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Attach to this form a copy of a tax map showing the site of the proposed project relative to the location of farm operations identified above. Farm Operations are defined as "...the land used in agricultural production, farm buildings, equipment and farm residential buildings" according to Section 301, Article 25 AA of the Agricultural and Markets Law.

TOWN OF CLIFTON PARK--PLANNING DEPARTMENT

REQUEST FORM FOR 500' NOTIFICATION INFORMATION

DATE: _____

I am requesting a list of property owners within 500' of the property listed below:

Property Tax Map No.: _____

Property Address: _____

Owner Name: _____

Form to be submitted at time of concept approval. Applicant will receive at or prior to the time of subdivision submittal the following:

1. an 8 1/2" x 11" map showing the 500' buffer around the parcel
2. a list of the parcels with owners names and addresses
3. (2) sets of mailing labels

(This information is deemed reliable based on the most current tax information available.)

SIGNATURE: _____

(please print)

NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

FOR OFFICE USE

Date Request Received: _____

Date Request Filled: _____



Town of Clifton Park

Planning Department

One Town Hall Plaza | Clifton Park, New York 12065 | (518) 371-6054 | FAX: (518) 371-1136

Project Soil Disturbance Process

Project Classification:

1. Will construction activities disturb more than 1 acre of land, including disturbances of less than one acre that are part of a larger plan of development?
 No – Proceed to Item 2, Yes – Proceed to Item 3
2. Is construction activity for commercial / industrial development or is the project in the Dwaas Kill watershed¹?
 No – No post-construction site stormwater pollution prevention and erosion and sediment controls are required.
 Yes – Please check with the Town of Clifton Park Stormwater Management Officer (SMO) for any additional requirements are needed.
3. For projects that involve soil disturbances of one (1) or more acres of land: Refer to Table 1 and 2 (attached, from the SPDES General Permit), to determine if the project type requires the preparation of a Stormwater Pollution Prevention Plan (SWPPP) that only includes erosion and sediment controls or will also require post-construction stormwater management practices.

Concept Site Plan / Concept Subdivision Plan:

4. For Conceptual Drainage Plans supply the following information on the plans:
 - a. For projects that answered “No” to item 2:
 - i. Show drainage patterns - directional flow arrows of where stormwater runoff would leave the project site.
 - ii. Show and label project land disturbance limits.
 - b. For projects that answered “Yes” to item 2:
 - i. Show items (4.a.i. and 4.a.ii.)
 - ii. Any additional items instructed by the SMO.
 - c. For projects under item 3 that were identified in Table 1:
 - i. Show items (4.b.i)
 - ii. Show information for site analysis map
 - iii. Provide description of soils and their Hydrological Soil Group (HSG).
 - d. For projects under item 3 that were identified in Table 2:
 - i. Show items (4.c. i-iii)
 - ii. Applicant should go through the five matrices found in chapter 7 of the New York State Stormwater Management Design Manual (“Design Manual”) to select the best Stormwater Management Practices (SMP) or group of SMP’s for their development site. The applicant should show the conceptual outline of the SMP design locations on the plans.

Site Plan / Preliminary Subdivision Plan:

5. For projects that were identified in Table 1:
 - a. The owner or operator must first develop a SWPPP in accordance with all applicable requirements of the New York State Department of Environmental Conservation (NYSDEC) State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity Permit No. GP-0-10-001 or as modified / updated by

¹ See Saratoga County Map Viewer web page: <http://www.maphost.com/saratoga/> under layers/county/geology/watershed

- the NYSDEC and then have its SWPPP reviewed and accepted by the Municipal Separate Storm Sewer (MS4) Official. The owner or operator shall have the “MS4 SWPPP Acceptance” form signed by the town representative prior to final plan approvals.
- b. The NOI shall have the signature on the “SWPPP Preparer Certification” and the signature on the “Owner / Operator Certification” statement on the NOI.
 - c. All SWPPPs prepared shall include erosion and sediment control practices designed in conformance with the most current version of the technical standard, New York State Standards and Specifications for Erosion and Sediment Control. At a minimum, the erosion and sediment control component of the SWPPP shall follow the SPDES General Permit - Part III.B.1.a-1. In addition reference the Town of Clifton Park Town Code Chapter 86, Article II, §86-7.
6. For projects that were identified in Table 2:
- a. Complete items (5.a-c.)
 - b. All SWPPPs shall include practices designed in conformance of the Design Manual at a minimum as described in the SPDES General Permit - Part III.B.2.a-g. In addition reference the Town of Clifton Park Town Code Article XVI, §208-115D.
 - c. See Town website listed at bottom page for SWPPP Preparation & Review Checklist.

Final Site Plan / Final Subdivision Plan:

7. For projects that were identified in Table 2:
- a. A signed Stormwater Control Facility Maintenance Agreement shall be submitted to the town.
 - b. Documentation that indicates the method used to ensure long term operation and maintenance of the post-construction stormwater management practice(s) as per the Notice of Termination item 10c.

Prior to Site Construction:

8. For projects that were identified in Table 1 and 2:
- a. The authorization letter from the NYSDEC shall be forwarded to the Town of Clifton Park.
 - b. A pre-construction inspection shall be coordinated between the Town of Clifton Park and the Developer / Applicant.
 - c. Site inspections by a qualified inspector are required with the exception of items listed in the SPDES General Permit – Part IV.C.1.a-d.

During Site Construction:

9. For projects that are not exempt from site inspection by a qualified inspector:
- a. Site inspections shall follow the SPDES General Permit - Part IV.C.2-6.
 - b. The Developer / Applicant shall follow the Town of Clifton Park “Stormwater Management Inspection Schedule” within the application package.

Completion of Site Construction:

10. When the entire project is completed and reached final stabilization, and that all temporary, structural erosion and sediment control measures have been removed and all post-construction stormwater management practices have been constructed in conformance of the SWPPP. The owner or operator is required to have the MS4 Official sign the “MS4 Acceptance” statement on the NOT. A copy of the signed NOT by the owner, Qualified Inspector, and the MS4 Official must be submitted to both the NYSDEC and the Town of Clifton Park.
11. The Town of Clifton Park Code Article II, §86-7 D.1.b – All applicants are required to submit as-built plans for any stormwater management practices located on site after final construction is completed. The plan must show the final design specifications for all stormwater management facilities and must be certified by a professional engineer.

“For further information, NOI Application Form, definitions, copy of the GP-0-010-001, and references please see the NYSDEC Stormwater Website at: <http://www.dec.ny.gov/chemical/8468.html> or by calling the NYSDEC at 518-623-1200” Additional information can be found at <http://www.cliftonpark.org/townhall/storm-water-management-technician/>

Required SWPPP Components by Project Type

Table 1

CONSTRUCTION ACTIVITIES THAT REQUIRE THE PREPARATION OF A SWPPP THAT ONLY INCLUDES EROSION AND SEDIMENT CONTROLS

The following construction activities that involve soil disturbances of one (1) or more acres of land, but less than five (5) acres:

- Single family home not located in one of the watersheds listed in Appendix C and not directly discharging to one of the 303(d) segments listed in Appendix E
- Single family residential subdivisions with 25% or less impervious cover at total site build-out and not located in one of the watersheds listed in Appendix C and not directly discharging to one of the 303(d) segments listed in Appendix E
- Construction of a barn or other agricultural building, silo, stock yard or pen.

The following construction activities that involve soil disturbances of one (1) or more acres of land:

- Installation of underground, linear utilities; such as gas lines, fiber-optic cable, cable TV, electric, telephone, sewer mains, and water mains
- Environmental enhancement projects, such as wetland mitigation projects, stormwater retrofits and stream restoration projects
- Bike paths and trails
- Sidewalk construction projects that are not part of a road/ highway construction or reconstruction project
- Slope stabilization projects
- Slope flattening that changes the grade of the site, but does not significantly change the runoff characteristics
- Spoil areas that will be covered with vegetation
- Land clearing and grading for the purposes of creating vegetated open space (i.e. recreational parks, lawns, meadows, fields), excluding projects that *alter hydrology from pre to post development* conditions
- Athletic fields (natural grass) that do not include the construction or reconstruction of *impervious area* and do not *alter hydrology from pre to post development* conditions
- Demolition project where vegetation will be established and no redevelopment is planned
- Overhead electric transmission line project that does not include the construction of permanent access roads or parking areas surfaced with *impervious cover*
- Structural practices as identified in Table II in the "Agricultural Management Practices Catalog for Nonpoint Source Pollution in New York State", excluding projects that involve soil disturbances of less than five acres and construction activities that include the construction or reconstruction of impervious area

The following construction activities that involve soil disturbances between five thousand (5000) square feet and one (1) acre of land:

- All construction activities located in the watersheds identified in Appendix D that involve soil disturbances between five thousand (5000) square feet and one (1) acre of land.

Table 2
CONSTRUCTION ACTIVITIES THAT REQUIRE THE PREPARATION OF A SWPPP
THAT INCLUDES POST-CONSTRUCTION STORMWATER MANAGEMENT PRACTICES

The following construction activities that involve soil disturbances of one (1) or more acres of land:

- Single family home located in one of the watersheds listed in Appendix C or *directly discharging* to one of the 303(d) segments listed in Appendix E
- Single family residential subdivisions located in one of the watersheds listed in Appendix C or *directly discharging* to one of the 303(d) segments listed in Appendix E
- Single family residential subdivisions that involve soil disturbances of between one (1) and five (5) acres of land with greater than 25% impervious cover at total site build-out
- Single family residential subdivisions that involve soil disturbances of five (5) or more acres of land, and single family residential subdivisions that involve soil disturbances of less than five (5) acres that are part of a larger common plan of development or sale that will ultimately disturb five or more acres of land
- Multi-family residential developments; includes townhomes, condominiums, senior housing complexes, apartment complexes, and mobile home parks
- Airports
- Amusement parks
- Campgrounds
- Cemeteries that include the construction or reconstruction of impervious area (>5% of disturbed area) or *alter the hydrology from pre to post development conditions*
- Commercial developments
- Churches and other places of worship
- Construction of a barn or other agricultural building(e.g. silo) and structural practices as identified in Table II in the "Agricultural Management Practices Catalog for Nonpoint Source Pollution in New York State" that include the construction or reconstruction of *impervious area*, excluding projects that involve soil disturbances of less than five acres.
- Golf courses
- Institutional, includes hospitals, prisons, schools and colleges
- Industrial facilities, includes industrial parks
- Landfills
- Municipal facilities; includes highway garages, transfer stations, office buildings, POTW's and water treatment plants
- Office complexes
- Sports complexes
- Racetracks, includes racetracks with earthen (dirt) surface
- Road construction or reconstruction
- Parking lot construction or reconstruction
- Athletic fields (natural grass) that include the construction or reconstruction of impervious area (>5% of disturbed area) or *alter the hydrology from pre to post development conditions*
- Athletic fields with artificial turf
- Permanent access roads, parking areas, substations, compressor stations and well drilling pads, surfaced with *impervious cover*, and constructed as part of an over-head electric transmission line project, wind-power project, cell tower project, oil or gas well drilling project or other linear utility project
- All other construction activities that include the construction or reconstruction of *impervious area* and *alter the hydrology from pre to post development conditions*, and are not listed in Table 1

Town of Clifton Park

One Town Hall Plaza
Clifton Park, New York 12065
(518) 371-6702
Fax: (518) 383-2668

Department of Building & Development
building@cliftonpark.org



STORMWATER CONTROL FACILITY MAINTENANCE AGREEMENT

Project: _____

Address: _____

Tax Parcel Designation (SBL): _____

Whereas, the Town of Clifton Park (the Town) and _____ ("the facility owner") want to enter into an agreement to provide for the long term maintenance and continuation of stormwater control measures approved by the Town for the below named project, and Whereas, the Town and the facility owner desire that the stormwater control measures be built in accordance with the approved project plans and thereafter be maintained, cleaned, repaired, replaced and continued in perpetuity in order to ensure optimum performance of the components. Therefore, the Town and the facility owner agree as follows:

1. This agreement binds the Town and the facility owner, its successors and assigns, to the maintenance provisions depicted in the approved project plans which are attached as Schedule A of this agreement.
2. The facility owner shall maintain, clean, repair, replace and continue the stormwater control measures depicted in Schedule A as necessary to ensure optimum performance of the measures to design specifications.

The stormwater control measures shall include, but shall not be limited to, the following: drainage ditches, swales, dry wells, infiltrators, drop inlets, pipes, culverts, soil absorption devices and retention ponds.

3. The facility owner shall be responsible for all expenses related to the maintenance of the stormwater control measures and shall establish a means for the collection and distribution of expenses among parties for any commonly owned facilities.
4. The facility owner shall provide for the periodic inspection of the stormwater control measures, not less than once in every five year period, to determine the condition and integrity of the measures. Such inspection shall be performed by a Professional Engineer licensed by the State of New York. The inspecting engineer shall prepare and submit to the Town Stormwater Management Officer within 30 days of the inspection, a written report of the findings including recommendations for those actions necessary for the continuation of the stormwater control measures.
5. The facility owner shall not authorize, undertake or permit alteration, abandonment, modification or discontinuation of the stormwater control measures except in accordance with written approval of the Town Stormwater Management Officer.
6. The facility owner shall undertake necessary repairs and replacement of the stormwater control measures at the direction of the Town or in accordance with the recommendations of the inspecting engineer.
7. The facility owner shall provide to the Town within 30 days of the date of this agreement, a security

for the maintenance and continuation of the stormwater control measures in the form of a Bond or letter of credit in an amount approved by the Director of Building and Zoning, in his sole but reasonable discretion.

8. This agreement shall be recorded in the Office of the County Clerk, County of Saratoga together with the deed for the common property by the facility owner within 30 days of the date of this agreement.

9. If ever the Town determines that the facility owner has failed to construct or maintain the stormwater control measures in accordance with the project plan or has failed to undertake corrective action specified by the Town or by the inspecting engineer, the Town is authorized to undertake such steps as reasonably necessary for the preservation, continuation or maintenance of the stormwater control measures and to utilize the funds reserved by Bond or letter of credit for such steps or to affix the expenses thereof as a lien against the property.

10. This agreement is effective _____.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date set forth above.

Facility Owner:

Town:

By (signature): _____

By (signature): _____

Name (printed): _____

Name (printed): _____

Title: _____

Title: _____

Date: _____

Date: _____



Town of Clifton Park

Planning Department

One Town Hall Plaza | Clifton Park, New York 12065 | (518) 371-6054 | FAX: (518) 371-1136

Stormwater Management Inspection Schedule

The applicant / applicant's representative / applicant's site contractor shall notify the Stormwater Management Officer and/or the Stormwater Management Technician at least 48 hours before any of the following:

1. Installation of sediment and erosion control measures before site clearing which will result in greater than 10,000 square feet of soil disturbance;
2. Start of construction: The applicant or representative shall provide a copy of the following material that will be kept at the project site at this meeting:
 - a. Signed SWPPP, NOI, MS4 Acceptance Form, NYSDEC Acknowledgement Letter
 - b. Signed Owner Certification Statement, Signed Contractor Certification Statement
 - c. The name and contact information of the Trained Contractor that will be responsible for the day to day implementation of the SWPPP.
3. Completion of site clearing;
4. Completion of rough grading;
5. Storm sewers, Stormwater Management Areas: prior to installation;
6. Completion of final grading;
7. Close of the construction season;
8. Completion of final landscaping;
9. Successful stabilization of disturbed areas.

If any violations are found, the applicant and developer shall be notified in writing of the nature of the violation and the required corrective actions. No further work shall be conducted except for site stabilization until any violations are corrected and all work previously completed has received approval by the Stormwater Management Officer.

If the disturbance requires a SPDES General Permit for Stormwater Discharges from Construction Activity and inspection reports are required, then the applicant's qualified inspector shall e-mail a copy of the inspection report to the Stormwater Management Technician or Stormwater Management Officer.