



# Town of Clifton Park

## Planning Department

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

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TO: Applicants and Consultants  
FROM: Town of Clifton Park Planning Department  
RE: **SUBDIVISION PLANNING BOARD REVIEW PROCESS**

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Enclosed please find the following information:

- ❖ Subdivision Submission Review Process.
- ❖ Submission Deadline/Meeting Schedule.
- ❖ Subdivision Fees, Use Subdivision Fees Calculator found at:  
<http://cliftonpark.org/index.php/departments/planning-department>
- ❖ Planning Board Review Submittal Checklist.
- ❖ Subdivision Application Form.
- ❖ Billing Contact Form.
- ❖ Short Environmental Assessment Form – Part I - (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).
- ❖ Owner Authorization Form for Subdivision Review.
- ❖ Ethics Disclosure Form.
- ❖ Postal Verification Form.
- ❖ Agricultural Data Statement Form. (where applicable)
- ❖ Standard Notes (for use 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.

Our internet address is: <http://www.cliftonpark.org/townhall/planning/>. Information available at the site includes: Planning Board Agendas, Planning Board Meeting Minutes, Schedule of Fees, the Open Space Program. 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 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. Full & Short Environmental Assessment Forms and guidance completing the applicable form, may be downloaded from the following website: <http://www.dec.ny.gov/permits/6191.html>

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

1. Pursuant to a letter we received from NYSDOH in Glens Falls, you should be aware that NYSDOH considers all Realty Subdivisions (subdivisions of four or more lots each less than five acres in size: to be a Type I Action pursuant to SEQRA. As such a Full Environmental Assessment Form must be prepared and a Coordinated Review undertaken by the Lead Agency for all Realty Subdivisions.
2. 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 (Include project name and fee type within the Memo Section of each check)*** made out to the Town of Clifton Park. Checks that combine fees will not be accepted.
3. 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 submitted at conceptual **and** preliminary review.
4. 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.
5. Any subdivision which applies for approval with a private sewer system will be required to agree in writing that the system will be turned over to the Saratoga County Sewer District or other appropriate entity, at no cost and when requested.
6. All septic systems in a proposed subdivision shall be designed and stamped by a licensed Professional Engineer and reviewed by the Town Engineer prior to release of stamped plans unless the Town Engineer and the Planning Board waive this requirement.
7. **As per Town Law Section 276, “Duration of conditional approval of final plat. Conditional approval of the final plat shall expire within one hundred eighty days after the resolution granting such approval unless all requirements stated in the resolution have been certified as completed. The planning board may extend by not more than two additional periods of ninety days each, the time in which a conditionally approved plat must be submitted for signature if, in the planning board’s opinion, such extension is warranted by the particular circumstances.”**

**Plans for final stamping** by the Planning Board shall contain an original stamp and signature of the design professional on **6** complete sets of paper; **2** complete sets of mylars.



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# Subdivision Review Process

## Concept Subdivision Plan

The concept plan shall include:

- 1) General street, lot and utility layout.
- 2) Conceptual drainage plan. See Project Soil Disturbance Process for minimum information to be provided.
- 3) The boundaries of environmental areas to be left undisturbed and/or protected through deed restrictions, conservation easements or other agreements.
- 4) A vicinity map to a scale of not smaller than 400 feet per inch showing lands and roads in this area.

Site analysis map.

The site analysis map shall include:

- a. Contour lines at ten-foot intervals to United States Geological Survey (USGS) datum.
- b. Wetlands, streams and other drainage corridors, flood hazard areas [from a Federal Emergency Management Agency (FEMA) flood insurance rate map], groundwater aquifers and/or recharge areas and Town L-C Zones, ponds and reservoirs.
- c. Areas of rare, threatened or endangered species.
- d. Significant forested areas and any other important environmental features.
- e. Indicate if project is in Dwaas Kill watershed, refer to the Saratoga County Map Viewer web page <http://www.maphost.com/saratoga/> under layers/county/geology/watershed

# Application for Preliminary Subdivision Plan Approval

A preliminary plat to scale not smaller than 50 feet to the inch drawn accurately to scale with approximate dimensions shown and showing the following:

- 1) All existing and proposed property lines, present zoning and building setback lines, easement and right-of-way lines with dimensions, azimuths or angle data and curve data.
- 2) The names of owners of all adjacent property.
- 3) All property reserved by the owner dedicated to public use or reserved for homeowners or private associations.
- 4) A North arrow.
- 5) Standard title block.
- 6) Key map.
- 7) Proposed use of each lot.
- 8) Contour lines at two-foot intervals to United States Geological Survey datum, watercourses, rock outcrops and other important land features, wetlands, streams 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.
- 9) Right-of-way lines, street paving and street stationing.
- 10) Sanitary sewers, stormwater management system and waterlines with all appurtenances, labeled to show size and material of each.
- 11) Stormwater management and erosion control plan prepared in accordance with Article XVI, § 208-115D of the zoning regulations of the Town of Clifton Park. Sin addition refer to the Project Soil Disturbance Process.
- 12) In addition, highways or other major public or private improvements planned for future construction on or near the proposed subdivision, including those shown on the Official Map or Master Plan.
- 13) All contiguous land owned or under option by the owner.
- 14) Water elevations and subsurface information, including groundwater elevation, where appropriate.
- 15) The plan and profile for each street with a horizontal scale of 50 feet to the inch and vertical scale of five feet to the inch, except that approximate stationing may be shown. In addition, profiles of present surface shall be shown on center line and both right-of-way lines of all streets and on center line of all easements.
- 16) The following is the standard approval box to be shown on the subdivision plats.  
The following 3-inch by 6-inch approval box must appear on the subdivision map.

TOWN OF CLIFTON PARK PLANNING BOARD APPROVAL  
APPROVED BY RESOLUTION 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 RESOLUTION. ANY CHANGES, ERASURES,  
MODIFICATIONS OR REVISIONS OF THIS PLOT, AS APPROVED, SHALL VOID THIS  
APPROVAL.  
SIGNED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY  
\_\_\_\_\_  
PLANNING BOARD CHAIRMAN

## Final Submission

This submission shall include all items required for preliminary submission and the following:

A final plat, to a scale not smaller than 50 feet to the inch showing the following:

- a. All monuments, iron pipes and bench marks (existing and proposed).
  - b. Street names.
  - c. A house number for each lot as determined by the Chief of the Bureau of Fire Prevention.
  - d. Standards of accuracy meeting Clifton Park requirements shall be noted on the map and certified by a land surveyor registered in New York State.
  - e. Street name signs and stop signs. (A letter of intent to install signs in locations approved by the Highway Superintendent may be accepted as a substitute.)
  - f. Standards of accuracy of elevations meeting Clifton Park requirements shall be noted on the map.
- The final plat shall contain the signature and seal of a professional engineer and of a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subdivision n, of the Education Law.

Plan/profile of each street and utility easement, with a horizontal scale of 50 feet to the inch and vertical scale of five feet to the inch showing the following (NOTE: Revised Addenda No. 2, adopted March 1980):

- a. All pavement, stormwater management systems, sanitary sewers and waterlines with appurtenances.
- b. Pavement and utility stationing, including all horizontal and vertical control points and grades.
- c. The signature and seal of a professional engineer and of a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subsection n, of the Education Law (Note: Revised Addenda No. 2, adopted March 1980).
- d. A North arrow.
- e. The standard title block.



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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*

**Town of Clifton Park Planning Board**

**Concept Review Submittal Checklist**

Project ID #: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Requested Meeting Date: \_\_\_\_\_



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

<b>OR REVISED CONCEPT REVIEW (if applicable)</b>		previously seen on :		
separate checks {	Review Fee (payable to Town of Clifton Park)	\$ _____		
	Engineering Fee (payable to Town of Clifton Park)	\$ _____		
Subdivision Plan (FOLDED)		<b>11 11x17" and 10 large</b>		
Correspondence/Response Comments		<b>17 copies</b>		
All pages in TIF Format or		1 DVD/Flash Drive or Email		

<b>CONCEPT PLAN TO INCLUDE:</b>			
General street, lot and utility layout			
Conceptual drainage plan - See Project Soil Disturbance Process			
The boundaries of environmental areas to be left undisturbed and/or protected through deed restrictions, conservation easements or other agreements			
A vicinity map to a scale of not smaller than 400 feet per inch showing lands and roads in this area			

<b>SITE ANALYSIS MAP SHALL INCLUDE:</b>			
Contour lines at five-foot intervals to United States Geological Survey (USGS) datum			
Wetlands, streams and other drainage corridors, flood hazard areas [from a Federal Emergency Management Agency (FEMA) flood insurance rate map], groundwater aquifers and/or recharge areas and Town L-C Zones, ponds and reservoirs.			
Areas of rare, threatened or endangered species			
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

**Town of Clifton Park Planning Board**

**Preliminary Review Submittal Checklist**

Project ID #: \_\_\_\_\_  
 Project Name: \_\_\_\_\_

Submittal Date: \_\_\_\_\_  
 Requested Meeting Date: \_\_\_\_\_

# **PRELIMINARY/FINAL REVIEW**

separate checks {

	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 Format or PDF Format	1 DVD/Flash Drive or Email		

**STORMWATER - Required by Preliminary Review**

SWPPP Narrative Summary	17		
Erosion and Sediment Control Plan	(11) 11x17" and (7) large		
Full SWPPP - If Applicable By Law	3		
Notice of Intent	3		
All pages in TIF Format or PDF Format	1 DVD/Flash Drive or Email		

**PRELIMINARY PLAT TO INCLUDE:**

To scale not smaller than 50 feet to the inch with approximate dimensions shown		
All existing and proposed property lines, present zoning and building setback lines, easement and right-of-way lines with dimensions, azimuths		
The names of owners of all adjacent property.		
All property reserved by the owner dedicated to public use or reserved for homeowners or private associations.		
A North arrow.		
Standard title block.		
Key map.		
Proposed use of each lot.		
Contour lines at two-foot intervals to United States Geological Survey datum		
Watercourses, rock outcrops and other important land features, wetlands, streams 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.		
The boundaries of environmental areas to be left undisturbed and/or protected through deed restrictions, conservation easements or other agreements		
Right-of-way lines, street paving and street stationing.		
Sanitary sewers, stormwater management system and waterlines with all appurtenances, labeled to show size and material of each.		
Highways or other major public or private improvements planned for future construction on or near the proposed subdivision, including those shown on the Official Map or Master Plan.		
All contiguous land owned or under option by the owner.		
Water elevations and subsurface information, including groundwater elevation, where appropriate.		
The plan and profile for each street with a horizontal scale of 50 feet to the inch and vertical scale of five feet to the inch, except that approximate stationing may be shown.		
Profiles of present surface shall be shown on center line and both right-of-way lines of all streets and on center line of all easements.		

**TO BE CONSIDERED FOR CONDITIONAL APPROVAL PLATS SHOULD ALSO INCLUDE:**

All monuments, iron pipes and bench marks (existing and proposed).
Street names.
A house number for each lot as determined by the Chief of the Bureau of Fire Prevention
Standards of accuracy meeting Clifton Park requirements shall be noted on the map and certified by a land surveyor registered in New York State.
Street name signs and stop signs. (A letter of intent to install signs in locations approved by the Highway Superintendent may be accepted as a substitute.)
Standards of accuracy of elevations meeting Clifton Park requirements shall be noted on the map.
The final plat shall contain the signature and seal of a professional engineer and of a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subdivision n, of the Education Law.
Plan/profile of each street and utility easement, with a horizontal scale of 50 feet to the inch and vertical scale of five feet to the inch showing the following
All pavement, stormwater management systems, sanitary sewers and waterlines with appurtenances.
The signature and seal of a professional engineer and of a land surveyor, both registered in New York State, or a qualified land surveyor under § 7208, Subsection n, of the Education Law
A signed Stormwater Control Facility Maintenance Agreement.
Documentation that indicates the method used to ensure long term operation and maintenance of the post-construction stormwater management practices.

\* 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: #

FINAL PLANS FOR STAMPING	Total Copies Needed		Applicant	Internal
	previously seen on :			
Final Conditions Addressed per review letter	Yes	No		
Outstanding Engineering Fee	\$			
Site Plan (FOLDED) OR	6 Paper			
Subdivision Plan (Paper to be FOLDED)	2 Mylar and 6 Paper			
TIF or PDF Format (Scanned after stamping)	1 DVD/Flash Drive or Email			

Other

Deed descriptions				
TP-584				

**PRELIMINARY PLAT TO INCLUDE:**

911 Addresses		
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.

**01 THIS SHEET MUST ACCOMPANY EACH SUBMITTAL**

Submitted by: \_\_\_\_\_  
Signature

## 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:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Billing Contact

\_\_\_\_\_  
Date

Organization: \_\_\_\_\_  
Print

Street Address: \_\_\_\_\_  
Print

\_\_\_\_\_  
Town (mailing address)

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

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**Part II – Revised Billing Information**

Project Name: \_\_\_\_\_ Project ID#: \_\_\_\_\_  
Print Print

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

\_\_\_\_\_  
Date

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**TOWN OF CLIFTON PARK PLANNING BOARD  
APPLICATION FOR SUBDIVISION REVIEW**

NAME OF SUBDIVISION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TAX MAP (SBL) #: \_\_\_\_\_ CURRENT ZONING: \_\_\_\_\_

DESCRIPTION: Proposed # Lots: \_\_\_\_\_ Total Acres to be subdivided: \_\_\_\_\_

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

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

Distance to Nearest Water Line: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### **Instructions for Completing**

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

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

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



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

*Internal Use Only*  
Project ID:  
Description:  
SBL:

**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 he executed the same.

\_\_\_\_\_  
Owner/Contract Vendee

\_\_\_\_\_  
Notary Public



# Town of Clifton Park

## Applicant Ethics Disclosure Form

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### 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.

Original to: Planning Project File

If a "Yes" is answered for questions 1-3, a copy will be forwarded to the Clifton Park Ethics Board

REV 01012018

# Town of Clifton Park

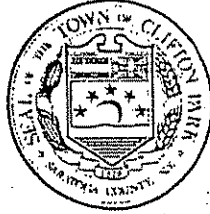
One Town Hall Plaza  
Clifton Park, New York 12065  
(518) 371-6702  
FAX: (518) 383-2668

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 locations 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.

**Part II: Submission and Evaluation** (to be completed by Municipal Review Agency)

Type of Submission (Check appropriate type)

Use Variance \_\_\_ Special Use Permit \_\_\_ Site Plan Review \_\_\_ Subdivision Review \_\_\_

Municipal Review Authority (Check appropriate agency)

Zoning Board of Appeals \_\_\_ Planning Board \_\_\_ Town Board \_\_\_

**Part III: Notice Provision** (to be completed by Municipal Review Agency)

Consistent with Section 283-a(3) of the Town Law, written notice of the application described in Part I has been provided to the owners of land identified in the Agricultural Data Statement.

Date Notice Mailed \_\_\_\_\_

**Part IV: Notice to County Planning Board** (to be completed by Municipal Review Agency)

Consistent with Section 283-a(5) of the Town Law, the Clerk of the Municipal Review Authority identified in Part II must refer all applications requiring an Agricultural Data Statement to the County Planning Board.

Date Referred to County Planning Board \_\_\_\_\_

Use Agricultural Data Statement Referral Form

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**NOTICE**

Regarding Disclosure Notice to Prospective Purchasers

As of July 1, 1999:

1. **When any purchase and sale contract is presented** for the sale, purchase, or exchange of real property located partially or wholly within an agricultural district, the prospective grantor shall present to the prospective grantee a disclosure notice which states the following:

*“It is the policy of this state and this community to conserve, protect and encourage the development and improvement of agricultural land for the production of food, and other products, and also for its natural and ecological value. This disclosure notice is to inform prospective residents that the property they are about to acquire lies partially or wholly within an agricultural district and that farming activities occur within the district. Such farming activities may include, but not be limited to, activities that cause noise, dust and odors.”*

- 1a. Such disclosure notice shall be signed by the prospective grantor and grantee prior to the sale, purchase or exchange of such real property.
2. Receipt of such disclosure notice shall be recorded on a property transfer report form prescribed by the state board of real property services as provided for in section three hundred thirty-three of the real property law.

## **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.

**WORK WITHIN A PUBLIC RIGHT-OF-WAY AND/OR CURB CUT PERMIT**

Prior to work commencing within the public right-of-way, the property owner shall obtain a curb-cut permit and/or use and occupancy permit from appropriate jurisdictional entity who has jurisdictional control over the public right-of-way (i.e. Saratoga County Public Works, NYS DOT, Town of Clifton Park Highway Dept.).

## NOTICES REQUIRED- SUBDIVISION 500 FT NOTIFICATION

### APPLICATIONS FOR PRELIMINARY REVIEW

Local Laws No. 4 and 5, adopted in 1990, require that, at the time of consideration for preliminary approval for all subdivisions and site plans, the applicant notify all landowners within 500 feet of the outer boundaries of the property being reviewed. Notification must be made by certified mail, but it is not necessary to send return receipt requested. At the preliminary submission, the applicant must provide proof of notification by submitting certified mailing receipts or a certificate of mailing (either to be stamped by the post office at the time of mailing).

**The notification letter must include the following written statement:**

“An application for subdivision of lands within 500 feet of your property is being proposed. The subdivision application will be filed with the Planning Department of the Town of Clifton Park and may be reviewed by you during normal business hours at Town Hall. Please call the Planning Department at 371-6054 if you have any questions about the procedures to review this application and the process for consideration of the proposal.”

The Planning Department recommends that you include in your notification letter the location of your project and a brief description of what you propose to do - DO NOT include the meeting date at which your project will be reviewed by the Planning Board.

At the time of submission of the application for preliminary subdivision approval, the applicant shall submit, in addition to otherwise required documentation the following:

- a reproduced copy of the tax map depicting the parcel(s) of land proposed for subdivision and all lands within 500 feet distance from the perimeter thereof
- a schedule of the names and addresses of the property owners within 500 feet from the perimeter of the lands proposed to be subdivided or considered for site plan approval
- satisfactory proof that the property owners within 500 feet of the perimeter of the lands proposed for subdivision have been notified in writing of the nature (use, number of units, and approximate commercial square footage) of the proposed subdivision or site plan.
- a copy of the notification letter

For the above the applicant will receive:

- One (1) 8 ½” x 11” map showing the parcel with a 500’ buffer.
- A list of the parcel owners with owner addresses.
- Two (2) sets of mailing labels.

A copy of the REQUEST FORM FOR 500’ NOTIFICATION INFORMATION is included in the subdivision application package. This form should be completed and remitted back to the Planning Staff with the initial concept application submittal.

If you have any questions, please do not hesitate to call 518-371-6054.

**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

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### **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 watershed<sup>1</sup>?  
 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

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<sup>1</sup> 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

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## 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.