



Town of East Greenbush PLANNING BOARD

Town Hall • 225 Columbia Turnpike • Rensselaer, NY 12144
Tel. (518) 694-4011 • Fax (518) 477-2386
www.eastgreenbush.org

TO: Prospective Subdivision and Site Plan Applicants
FROM: Planning Department
SUBJECT: **Application Submission Requirements**

It is the applicant's responsibility to read, complete and submit all required application forms. At a minimum, each of the following items must be completed and submitted to the Planning Board Secretary at least six (6) calendar days prior to prior to being scheduled for Sketch Plan Review.

- 1) *Application Submission Requirements (provide 1 printed copy w/ original signature)*
- 2) *Land Development Policy Notice (provide 1 printed copy w/ original signature)*
- 3) *Planning Board & Land Development Fee Listings (provide 1 printed copy w/ original signature)*
- 4) *Applicant Authorization Form (as required, provide 1 printed copy w/ original signature)*
- 5) *Land Development Review Application (provide 1 printed copy w/ original signature)*
- 6) *Sketch Plan and Location Map (provide 12 printed copies)*
- 7) *Environmental Assessment Form (provide 11 printed copies plus 1 copy w/ original signature)*
 - a) *Full EAF for Major Subdivision or Major Site Plan Applications*
 - b) *Short EAF for Minor Subdivision, Minor Site Plan or Lot Line Adjustment Applications*
- 8) *Sketch Plan Application Fee (Check payable to the 'Town of East Greenbush' and noted as 'Sketch Plan')*
- 9) *Stormwater Information Sheet (provide 1 printed copy w/ original signature)*
- 10) *Instructions for County Clerk Records Receiving*

For additional information pertaining to Sketch Plan submission requirements the Applicant must refer to the Town of East Greenbush Land Subdivision Regulations and/or The Comprehensive Zoning Law of the Town of East Greenbush.

The sketch plan fees are as follows;

Minor Subdivision – \$200.00
Major Subdivision – \$400.00
Lot Line Adjustment - \$200.00

Minor Site Plan – \$350.00
Major Site Plan – \$750.00
Minor Site Plan Modification - \$200.00

Your cooperation is greatly appreciated.

Application Submission Requirements

The applicant, or applicant's representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant's Initials: _____

Date: _____



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TO: Prospective Subdivision and Site Plan Applicants
FROM: Planning Department
SUBJECT: **Land Development Policy Notice**

Multiple planning-and-development-related documents provide regulation and guidance for the town's development. The following list of documents is intended to better inform applicants of pertinent information that may affect their development proposal(s). These documents include, but are not necessarily limited to:

- *Western East Greenbush Final Generic Environmental Impact Statement, July 2009*
- *The Comprehensive Zoning Law of the Town of East Greenbush, adopted June 11, 2008*
- *Route 4 Corridor Study, 2006*
- *Town of East Greenbush: Land Use Plan Update and Zoning Study, August 2006*
- *NYS Route 151 Corridor Study, 2004*
- *Town of East Greenbush Route 9 and 20 Corridor Master Plan Final Report, April 9, 2003*
- *Code of the Town of East Greenbush*
- *Town of East Greenbush Land Subdivision Regulations*
- *Town of East Greenbush Standard Construction Details*

Pursuant to Section 402 of the Clean Water Act and Environmental Conservation Law, **the Town of East Greenbush is a MS4 community and enforces a Stormwater Management Program (SWMP)**. Compliance with the town's SWMP is required. In addition, all newly proposed connections to the town's sanitary sewer system will be evaluated in comparison to the available capacity at the town's wastewater treatment plant. Pertinent environmental regulations include, but are not necessarily limited to:

- *SPDES General Permit for Stormwater Discharges from Construction Activity*
- *SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s)*
- *NYSDEC Order on Consent R4-2000-1013-125*

End of Notice

Land Development Policy Notice

The applicant, or applicant's representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

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Date: _____



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TO: Prospective Subdivision and Site Plan Applicants
FROM: Planning Department
SUBJECT: **Planning Board & Land Development Fees**

The Town Board of the Town of East Greenbush has adopted the following schedule of fees for the administration and processing of planning board applications, assessment of mitigation fees and providing services related to water and sanitary sewer systems.

Site Plan Review Fees:

- **Minor Site Plan** pertains to all building projects with gross floor area of less than 4,000 square feet.
 - **Sketch Plat Review:** Fee of three hundred fifty dollars (\$350.00) is to be paid at the time of application.
 - **Preliminary Site Plan Review:** Fee is computed on the on the basis of three hundred fifty dollars (\$350.00) plus one hundred fifty dollars (\$150.00) per one thousand (1,000) square feet, or part thereof, of the gross floor area proposed.
 - **Final Site Plan Approval:** Fee of three hundred dollars (\$300.00) is to be paid prior to Final Site Plan Approval.
 - **Land Development Mitigation Fees** apply for projects proposed within the limits of the GEIS study area.
 - **Consultant Review Escrow** may apply as determined by the Town Planning Board and/or Town Board.
 - **Consultant Construction Observation Escrow** may apply as determined by the Town Planning Board and/or Town Board.
 - **Water & Sewer** tap, meter/ radio read and/or inspection fees may apply.
- **Major Site Plan** pertains to projects with gross floor area of 4,000 square feet or more.
 - **Sketch Plat Review:** Fee of seven hundred fifty dollars (\$750.00) is to be paid at the time of application.
 - **Preliminary Site Plan Review:** Fee is computed on the on the basis of three hundred fifty dollars (\$350.00) plus one hundred fifty dollars (\$150.00) per one thousand (1,000) square feet, or part thereof, of the gross floor area proposed. The fee shall be paid prior to Preliminary Site Plan Review.
 - **Final Site Plan Approval:** Fee of four hundred dollars (\$400.00) is to be paid prior to Final Site Plan Approval.
 - **Land Development Mitigation Fees** apply for projects proposed within the limits of the GEIS study area.

Planning Board & Land Development Fees

The applicant, or applicant's representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant's Initials: _____

Date: _____

- **Consultant Review Escrow** may apply as determined by the Town Planning Board and/or Town Board.
- **Consultant Construction Observation Escrow** may apply as determined by the Town Planning Board and/or Town Board.
- **Water & Sewer** tap, meter/ radio read and/or inspection fees may apply.

Subdivision Review Fees:

- **Minor Subdivisions**, as defined by the Town’s Land Subdivision Regulations, may incur the following fees:
 - **Sketch Plat Application:** Fee of two hundred dollars (\$200.00) is to be paid at the time of sketch plat application.
 - **Final Plat Approval:** For residential applications governed by the Residential Code of New York State, the fee is computed on the on the basis of three hundred fifty dollars (\$350.00) plus one hundred fifty dollars (\$150.00) per proposed residential lot (including the original lot). For commercial, industrial, or other residential development, the fee shall be computed on the basis of three hundred fifty dollars (\$350.00) plus two hundred fifty dollars (\$250.00) per lot (including the original lot) or unit. The fee shall be paid prior to Final Plat Approval or prior to the commencement of construction, whichever occurs first.
 - **Land Development Mitigation Fees** apply for projects proposed within the limits of the GEIS study area.
 - **Consultant Review Escrow** may apply as determined by the Town Planning Board and/or Town Board.
 - **Consultant Construction Observation Escrow** may apply as determined by the Town Planning Board and/or Town Board.
 - **Water & Sewer** tap, meter/ radio read and/or inspection fees may apply.

- **Major Subdivisions**, as defined by the Town’s Land Subdivision Regulations, may incur the following fees:
 - **Sketch Plat Application:** Fee of four hundred dollars (\$400.00) is to be paid at the time of sketch plat application.
 - **Preliminary Plat Review:** For residential applications governed by the Residential Code of New York State, the fee is computed on the on the basis of three hundred fifty dollars (\$350.00) plus one hundred fifty dollars (\$150.00) per proposed residential lot (including the original lot) or dwelling unit, i.e., in a cluster-type development, whichever shall be greater. For commercial, industrial, or other than residential development, the fee shall be computed on the basis of three hundred fifty dollars (\$350.00) plus two hundred fifty dollars (\$250.00) per lot (including the original lot) or unit.

Planning Board & Land Development Fees

The applicant, or applicant’s representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant’s Initials: _____

Date: _____

- **Final Plat Approval:** For residential applications governed by the Residential Code of New York State, the fee is computed on the on the basis of three hundred fifty dollars (\$350.00) plus one hundred fifty dollars (\$150.00) per proposed residential lot (including the original lot). For commercial, industrial, or other residential development, the fee shall be computed on the basis of three hundred fifty dollars (\$350.00) plus two hundred fifty dollars (\$250.00) per lot (including the original lot) or unit. The fee shall be paid prior to Final Plat Approval or prior to the commencement of construction, whichever occurs first.
- **Land Development Mitigation Fees** apply for projects proposed within the limits of the GEIS study area.
- **Consultant Review Escrow** may apply as determined by the Town Planning Board and/or Town Board.
- **Consultant Construction Observation Escrow** may apply as determined by the Town Planning Board and/or Town Board.
- **Water & Sewer** tap, meter/ radio read and/or inspection fees may apply.

Planning Board & Land Development Fees

The applicant, or applicant's representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant's Initials: _____

Date: _____

Summary of Land Development Mitigation Fees:

Mitigation fees for development applications located within the Western Generic Environmental Impact Statement (GEIS) boundary shall be calculated and assessed as follows:

Category	Use	Rate	Unit of Measure	Payment Due
GEIS	All	\$52.29	Per Peak PM Trip	Prior to Approval to Commence Construction
Land Use & GIS	All	\$5.67	Per Peak PM Trip	Prior to Approval to Commence Construction
Water/ Sewer	Residential	\$5,100.00	Per Dwelling Unit or per EDU for Multi-family (EDU = 200 gallons per day)	\$500 Per Dwelling Unit or EDU Prior to Approval to Commence Construction; Remaining Balance Prior to Obtaining Each Building Permit
	Non-Residential	\$5,100.00	Per EDU (EDU = 200 gallons per day)	\$500 Per Dwelling Unit or EDU Prior to Approval to Commence Construction; Remaining Balance Prior to Obtaining Each Building Permit
Recreation	Residential	\$1,000.00	Per Dwelling Unit	Prior to Approval to Commence Construction
	Non-Residential	\$0.98	Per Square Foot of Building	Prior to Approval to Commence Construction
Traffic	Residential	\$1,325.00	Per Dwelling Unit	Prior to Approval to Commence Construction
	Retail	\$4.91	Per Square Foot of Building	Prior to Approval to Commence Construction
	Office	\$2.27	Per Square Foot of Building	Prior to Approval to Commence Construction
	Industrial	\$1.42	Per Square Foot of Building	Prior to Approval to Commence Construction
	Other	\$1,310.00	Per Peak PM Trip	Prior to Approval to Commence Construction

Planning Board & Land Development Fees

The applicant, or applicant’s representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant’s Initials: _____

Date: _____

Project Escrow:

- **As pertains to Consultant Review Escrow:**
The applicant shall be responsible for all costs incurred by the Town for project review and/or SEQR review by the Board’s engineering consultants, planning consultants, or other necessary consultants. The applicant will be required to deposit with the Town Clerk a sum of money as estimated by the town’s designated consultant(s) and approved by the Town Planning Department. The escrow account must be established prior to any consultant reviews being authorized by the Town. If however, during the review process the escrow account is depleted, the applicant will be required to replenish the said escrow account, also in an amount as estimated by the town’s designated consultant(s) and approved by the Town.
- **As pertains to Consultant Construction Observation Escrow:**
The applicant shall be responsible for all costs incurred by the Town for construction observation, inspection and/or certification of required improvements. The applicant will be required to deposit with the Town Clerk a sum of money as estimated by the town designated engineer and approved by the Town Planning Department. The escrow account must be established prior to commencing any construction and/or Final Approval. If, however, during construction observation or inspection the escrow account is depleted, the applicant will be required to replenish the said escrow account, also in an amount as estimated by the town’s designated consultant(s) and approved by the Town. Failure to replenish said escrow account in a timely manner may lead to a Stop Work Order being issued for said project.

If an applicant, through his/her own accord, substantially changes a plan after it has been accepted for review by the Planning Board, the Board may declare it as a new application and assess new fees.

Planning Board & Land Development Fees

The applicant, or applicant’s representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant’s Initials: _____

Date: _____

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Planning Board & Land Development Fees

The applicant, or applicant's representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant's Initials: _____

Date: _____

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LAND DEVELOPMENT REVIEW APPLICATION

PROJECT NAME: _____

TAX PARCEL NUMBER(S): _____ ZONING DISTRICT: _____

PROPERTY ADDRESS: _____

Number Street

PROPERTY OWNER (Property Owner is the Applicant):

Name: _____

Address: _____

Number Street Municipality State Zip

Daytime Phone #: _____ Fax #: _____ E-mail: _____

PROPERTY OWNER'S AUTHORIZED REPRESENTATIVE:

Name: _____

Address: _____

Number Street Municipality State Zip

Daytime Phone #: _____ Fax #: _____ E-mail: _____

PRIMARY PROFESSIONAL DESIGN CONSULTANT:

Name: _____

Address: _____

Number Street Municipality State Zip

Daytime Phone #: _____ Fax #: _____ E-mail: _____

PROPOSED ACTION:

- () Minor Subdivision (no more than four (4) lots not requiring public infrastructure)
- () Major Subdivision (five (5) or more lots or any subdivision w/ public infrastructure)
- () Site Plan, Major (new buildings totaling 4,000 square feet or more)
- () Site Plan, Minor (new buildings totaling less than 4,000 square feet)
- () Site Plan, Minor Modification
- () Lot Line Adjustment
- () Other Description: _____

Area of parcel(s): _____ ac. Number of lots: _____ Smallest lot size: _____

Sewer District Extension required? () YES () NO Water District Extension required? () YES () NO

Are there pre-existing restrictions or easements effecting lands proposed to be modified? () YES () NO

• If 'Yes', three (3) copy of pre-existing restrictions or easements must accompany this application.

STORMWATER MANAGEMENT and EROSION CONTROL:

Does the proposed project entail the removal of any vegetation or topsoil or perform any grading or filling operations in an area of one-half (1/2) acre, a volume of 80,000 cubic feet, or greater?

()YES ()NO

Does the proposed construction activity involve soil disturbances of one (1) or more acres; including disturbances of less than one acre that are part of a larger common plan of development or sale that will ultimately disturb one or more acres of land?

()YES ()NO

For all projects where soil disturbances are proposed, the Applicant, or Applicant’s Authorized Representative must comply with the following:

“I certify under penalty of law that I understand and agree to comply with the terms and conditions of the Town of East Greenbush stormwater management program and agree to implement any corrective actions identified by the Town of East Greenbush or a representative. I also understand that the Town of East Greenbush must comply with the terms and conditions of the of the New York State Pollutant Discharge Elimination System (‘SPDES’) general permit for stormwater discharges from the Municipal Separate Storm Sewer Systems (‘MS4s’) and that it is unlawful for any person to directly or indirectly cause or contribute to a violation of water quality standards. Further, I understand that any non-compliance by the Town of East Greenbush will not diminish, eliminate, or lessen my own liability.”

Signature: _____
Applicant or Applicant’s Authorized Representative

REQUEST FOR WAIVERS or MODIFICATIONS from LAND SUBDIVISION REGULATIONS:

Waivers or modifications requested ()YES ()NO ()Not Applicable

- *If waivers or modifications are requested the Applicant is required to submit a separate written description with this application that references the specific Article, Section and Paragraph in the Land Subdivision Regulations from which the Applicant is requesting a waiver or modification.*

Land Development Application

The undersigned acknowledges that the official date of this application is that of the next regularly scheduled meeting of the Planning Board upon the Planning Department receiving all required application materials and as established by the Planning Board’s annual calendar.

Applicant’s/ Applicant’s Authorized Representative’s:

Signature: _____

Date: _____

OFFICIAL USE ONLY: SKETCH FEE: _____ DATE PAID: _____ RECEIPT#: _____
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TO: Prospective Subdivision and Site Plan Applicants
FROM: Planning Department
SUBJECT: Stormwater Information Sheet

What is Stormwater?

Stormwater is water from rain or melting snow that doesn't soak into the ground but runs off into waterways. It flows from rooftops, over paved areas and bare soil, and through sloped lawns while picking up a variety of materials on its way. The quality of runoff is affected by a variety of factors and depends on the season, local meteorology, geography and upon activities which lie in the path of the flow.

What's the Problem?

As it flows, stormwater runoff collects and transports pollutants to surface waters. Although the amount of pollutants from a single residential, commercial, industrial or construction site may seem unimportant, the combined concentrations of contaminants threaten our lakes, rivers, wetlands and other water bodies. Pollution conveyed by stormwater degrades the quality of drinking water, damages fisheries and habitat of plants and animals that depend on clean water for survival. Pollutants carried by stormwater can also affect recreational uses of water bodies by making them unsafe for wading, swimming, boating and fishing. According to an inventory conducted by the United States Environmental Protection Agency (EPA), half of the impaired waterways are affected by urban/suburban and construction sources of stormwater runoff.

What can be done?

Proper storage of chemicals, cleaning of spills and grass clippings, good housekeeping, and just plain paying attention to what's happening during runoff events can lead to relatively inexpensive ways of preventing pollutants from getting into the runoff in the first place and then our waterways.

**This Information has been provided by the New York State Department of Environmental Conservation and is intended to increase awareness in mitigating stormwater impacts related to development.*

Stormwater Contact Information:

James Moore, AIA, AICP
Director of Planning
tel. (518) 694-4011
jmoore@eastgreenbush.org

Matt Mastin
Information Technology Manager
tel. (518) 694-4011
mmastin@eastgreenbush.org

Joseph Cherubino
Building Inspector
tel. (518) 477-6225
jcherubino@eastgreenbush.org

Stormwater Information Sheet

The applicant, or applicant's representative, hereby confirms they have read and acknowledge they have been made aware of the information identified herein:

Applicant's Initials: _____

Date: _____



Rensselaer County Clerk's Office

Frank J. Merola

County Clerk

RECEIVED

SEP 26 2006

DEPT PB

Deputy County Clerks

Gregory J. DeJulio

William J. Film

COPY FOR YOUR USE
(ORIGINAL IN FILE)


105 Third Street
Troy, New York 12180

Tel.: (518) 270-4080

Fax: (518) 271-7998

MEMORANDUM

To: Surveyors, Title Searchers, Attorneys and Public

From: Frank J. Merola, Rensselaer County Clerk 

Date: September 11, 2006

Re: Map filing procedure

In an attempt to answer the many questions regarding filing requirements for subdivision maps, the following procedure will take effect on October 1, 2006 for all major and minor subdivision maps. Surveys and boundary line adjustments will continue to be exempt from the following requirements.

Effective October 1, 2006 all subdivision maps:

1. Mylar and 2 paper copies. Paper copies will have all applicable signatures and agency stamps.
2. Surveyor signature and stamp.
3. Appropriate planning board stamp and signature of Planning Board chairman.
4. Health Department stamp. Even if subdivision is non realty, Health department stamp is necessary to ensure that map was reviewed.

In addition, all subdivision maps need to be filed within 60 days of Planning Board approval. If submitted after the sixty days, the map will be rejected by our office and the applicant will need to get the maps stamped and signed again by appropriate planning department.

Please contact either myself or Deputy County Clerk Greg DeJulio with any questions.