

## TOWN OF WILTON PLANNING BOARD

### SUBDIVISION AND SITE PLAN SUBMISSION CHECKLIST\*

\*This Checklist is not intended to be all-inclusive of items required for a complete submission. In cases of discrepancies or inconsistencies between the Code of the Town of Wilton ("CODE") and this Checklist, the more recent version will normally apply. The Planning Board will make the final determination on items required for submission, and reserves the right to add or delete items as they may relate to the specific project being reviewed. This Checklist was last revised on **5/5/08**.

#### **I. CONCEPTUAL REVIEW**

##### A. Site Data

1. Zoning
2. Minimum lot size and yard setbacks
3. Project location map
4. Parcel area
5. Adjacent property owners and uses
6. Tax map number
7. Site statistics on subdivision map or site plan such as # lots, avg. lot size, LF of road, min. lot size, SF of bldg. incl. basement area, % green space, # pkg. spaces, & % bldg. coverage
8. Verification that conceptual plan was sent to the Emergency Squad and Fire Department for their review and comments
9. Map sizes to be: min. 17" x 22", max. 30" x 42". Reduced **11" x 17" plan sheet is also required** as part of all submissions.
10. Note on plan re: Variances or Special Permits
11. How will stumps/cleared trees be disposed of?
12. Show fire truck turning radii templates on site plan.
13. **PRELIMINARY SUBMISSION COMPLETENESS REQUIRES WWSA SUBMISSION BE COMPLETE WITH COPY OF APPLICATION SENT DIRECTLY TO TOWN ENGINEER.**
14. **Hydrogeological study required on Conservation Subdivisions of 10 lots or more @ preliminary submission stage.**
15. Standard language for open space easement.
16. Easement, street trees, lighting (Sternberg #2512-TFP3...- see Code Ch. 107), & sidewalks for H-1 & CR-2 zones. Optional for C-2, C-3, CR-1, & RB-1 zones.

##### B. Other References/Outside Agencies

1. Article XV of the CODE – NC-1 Northway Corridor Overlay District
2. Article XXVII of the CODE – Timber, Soil, & Stream Regulations
3. Saratoga County Planning Board referral
4. Agricultural District
5. Wilton Water & Sewer Authority (WWSA) submission
6. SCSD No. 1 Submission

##### C. Stormwater Management

1. Drainage concept
2. Detention or retention facilities
3. NYSDEC/federal wetland limits
4. Effect on adjacent wells

D. Wastewater Control

1. Existing sanitary sewers and septic systems
2. Subsurface disposal (septic systems)
3. Percolation tests and test pits
4. Groundwater table location

E. Water Supply

1. Wells (NYSDOH standards for quantity and quality)
2. Separation requirements between septic system and wells

F. Street Alignment

1. Sight distances at proposed roadway entrances
2. Horizontal and vertical roadway alignments
3. Compliance with Town Comprehensive Plan
4. Right-of-Way widths
5. Existing or proposed easements
6. Turnaround and cul-de-sac standards

G. SEQR

1. Type of Action (unlisted, Type 1, or Type II)
2. Environmental Assessment Form
3. SEQR tied to payment of traffic mitigation fees

**II. PRELIMINARY REVIEW**A. Site Data

1. Name and address of applicant
2. 11" x 17" drawing of plan view
3. Overall site and lot areas including setback lines
4. Title blocks and north arrow
5. Signature blocks for the appropriate agencies
6. Survey notes and data incl. topo survey (USGS datum)
7. Legend of existing and proposed items on plan
8. All boundary, lot lines, right-of-way, centerline of road, and easements to show bearings and distances
9. NYSDOH and Town Standard Notes
10. Subdivision street names
11. Lot numbers shall be verified w/ M. Mykins in the Bldg. Dept.
12. Street signs, site/bldg. sign locations, size, and text
13. Site lighting
14. Landscaping
15. Streams, wetlands, and flood plains
16. Traffic assessment or study
17. Location, use, and height of all structures
18. Parking, truck loading, pedestrian access, outdoor storage, temporary storage, & dumpster location
19. Site details such as retaining walls and fences
20. Comments from Emergency Squad and Fire Dept. on plan
21. Overall utility plan showing entire project on one sheet

22. Note; "Landscaping/plantings shall be maintained/replanted if necessary on a yearly basis."
  23. Traffic mitigation fee note
  24. Note; "Site plan approval does not constitute signage approval. A separate sign permit application is required."
  25. **WWSA submission incl. Application Form copied to Town Engineer shall be submitted to be deemed complete**
  26. Fire lanes denoted around building with appropriate striping
  27. Note; "A Planning Board Member, the Building Inspector, the Director of Planning, and the Town Engineer may view the site, and additional plantings installed as they deem necessary, prior to the issuance of the Certificate of Occupancy (C.O.)."
- B. Wastewater Control
1. Design of septic systems
  2. Deep hole and percolation test data
  3. If sewerred, verification of submission to WWSA
- C. Water Supply
1. Design of wells
  2. If public water, verification of submission to WWSA by **copying Town Engineer on WWSA application form** in order to be deemed complete.
  3. **Hydrogeological study for Conservation Subdivisions > 10 lots.**
- D. Stormwater Management
1. Design of stormwater facilities per NYS DEC GP 02-01 incl. statement regarding downstream impacts for 100-year storm event. Include P.E. or R.L.A. certification that plans conform to the requirements of the Town of Wilton Stormwater Law
  2. Cross sections of retention or detention facilities
  3. Storm sewer profiles
  4. Details (manhole, catch basin w/ precast hole & neoprene boot, filter fabric around pipe joints, & pond outlet control structure)
  5. Soil erosion and sediment control measures
  6. Grading plan incl. lot grading and limits of clearing & grading
  7. Stabilized construction entrance detail
  8. Driveway HDPE culvert detail w/ end sections & fabric aprons.
  9. Seeded gravel road access designed for all Stormwater Management Areas (SMA's) w/ fee ownership of SMA's (i.e. no easements). Min. 50' width for areas providing piping & access to SMA.
- E. Street Alignment and Design
1. Horizontal and vertical curve data
  2. Road profiles (USGS datum)
  3. 35' pavement radii at intersections
  4. If gravel used, spec. NYSDOT Section 667, Type B
  5. Erosion control blanket in roadside swale if slope  $\geq$  5%
- F. Public Hearing / SEQR
1. Public hearing is set only after preliminary submission is deemed complete by Town Engineer & Planning Board
  2. Payment of Traffic Mitigation Fees has a direct bearing on SEQR determination
- G. All Conceptual Review Checklist Items

**III. FINAL REVIEW**

- A. All Town and review agencies' comments should be substantially addressed at this time.
- B. All of the Town Engineer's/Director of Planning's comments should be addressed from the preliminary review.
- C. Final language for protective covenants or deed restrictions.
- D. Professional stamp(s)/original signature(s) are required on the final one set of mylars and one set of prints that the Town will retain.
- E. **A CD containing PDF's of the full set of approved drawings with all final stamps/signatures is also required.**
- F. At the time of mylar submission, an 11" x 17" map of the subdivision showing roads and lots is required.
- G. Notify the Town and pay inspection fees prior to starting work.
- H. Certification by a P.E. or R.L.A. that the site plan was constructed in substantial conformance with the approved plan, including all stormwater management facilities, is required prior to issuance of the Certificate of Occupancy (C.O.).
- I. Submission of As-Builts, if required, is due either prior to C.O. or prior to the Town accepting any roads.
- J. Check set to Planning Department prior to submission to NYSDEC & NYSDOH.
- K. Utility easement to WWSA incorporated into open space transfer & transfer complete (for Conservation Subdivisions). Property corners for all open space being deeded to the Town shall be set at time of road acceptance.
- L. Executed Stormwater Control Facility Maintenance Agreement for all facilities not owned/maintained by the Town (see 129-210).
- M. 28' easement transferred to Town Board before map signing.

**IV. MAP SIGNATURE**

- A. All fees are to be paid before the subdivision map or site plan is signed by the Planning Board Chairman:
  - 1. Park and recreation fees
  - 2. Final approval fees
  - 3. Traffic Mitigation fees
  - 4. Other outstanding fees
- B. Outside regulatory agency approvals must be obtained prior to map signature:
  - 1. New York State Department of Environmental Conservation
  - 2. New York State Department of Health
  - 3. New York State Department of Transportation
  - 4. Saratoga County Sewer District No. 1
  - 5. Town of Wilton Water and Sewer Authority
  - 6. United States Army Corps of Engineers
  - 7. Capital District Transportation Authority
  - 8. Saratoga County (applicable departments)
  - 9. Others as may be required

**NOTE: Upon review of specific aspects of each individual project, the Planning Board may, at its discretion, add, delete, or modify the submission requirements listed above.**