

## TOWN OF GLENVILLE

### CONCEPT REVIEW PROCEDURE

Five (5) copies of the sketch or conceptual plan, the information sheet and all supporting documentation shall be submitted to the Planning Department at least seven (7) calendar days prior to the next scheduled agenda meeting of the Planning and Zoning Commission (PZC). The PZC agenda meeting takes place on the first Monday of each month. The concept plan may be a free-hand drawing made directly on a print of the topographic survey of the proposed subdivision area or on a property tax map at a scale preferably not more than 200 feet to the inch. It shall show the following, at a minimum;

- 1) the relationship between existing physical conditions and the proposed layout of streets, lots, and other features
- 2) a site location map
- 3) all utilities available
- 4) all restrictions on the use of the land including easements and covenants
- 5) names of adjoining property owners
- 6) current zoning district in which the property is located
- 7) Review fee: \$50.00      **REVIEW FEE MUST ACCOMPANY APPLICATION**

**TOWN OF GLENVILLE**  
**CONCEPT REVIEW APPLICATION**

**I. TO BE COMPLETED BY THE APPLICANT:**

**Date:** \_\_\_\_\_

(Please answer all questions)

**Location of Proposal (Number & Street)** \_\_\_\_\_

**Tax Map ID#** \_\_\_\_\_

**Zoning Classification** \_\_\_\_\_

**Property Owner / Applicant:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:**(\_\_\_\_\_) \_\_\_\_\_

**Contact Person:**

(To whom all correspondence will be sent)

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:**(\_\_\_\_\_) \_\_\_\_\_

**Describe the concept subdivision proposal:** \_\_\_\_\_

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

**Fee attached - \$50.00** Check # \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Property Owner / Applicant's**