

**TOWN OF GLENVILLE
SITE PLAN REVIEW
PERSONAL WIRELESS SERVICE FACILITIES**

**INSTRUCTIONS AND APPLICATION
(Please read thoroughly)**

A. GENERAL INFORMATION

The applicant should read these instructions thoroughly before completing the application. The applicant should also retain these instructions (pages 1-5) for reference during the site plan review process.

In order to achieve conformance with the requirements and intent of the Town of Glenville Zoning Ordinance, Comprehensive Plan and other relevant town laws and ordinances, certain uses and structures are required to follow Site Plan Review procedures. This particular site plan review application differs from other site plan review applications in that additional materials must be submitted for personal wireless service facilities (PWSFs). Also, a conceptual review by the Planning and Zoning Commission is required of applicants seeking approval of PWSFs.

B. MATERIALS TO BE SUBMITTED

A conceptual review by the Planning and Zoning Commission is required prior to the submission of a formal application. To schedule a concept review, the applicant must notify the Planning Department no later than the Friday prior to the 1st Monday of the month.

Following the conceptual review, a complete application must be filed with the Planning Department at least twelve (12) calendar days prior to the next scheduled meeting of the GECC.

A “complete” application is to be **FOLDED and COLLATED** and shall consist of the following:

1. The application fee:

-\$350.00 (Site Plan Review Fee), **PLUS**

- 1% of the total cost of surveying, planning, engineering, etc., **OR**
\$10.00; whichever is more. The actual cost of construction is not to be included as part of the “total cost”. (SEQRA Fee)

AND, IF APPLICABLE

MS4 Review fee: (applicable for projects with 1 acre or more of disturbance)

- \$500 for the 1st acre of disturbance plus \$100 for each additional acre or portion thereof.

 **APPLICATIONS WHICH ARE SUBMITTED WITHOUT THE APPLICATION FEE
WILL NOT BE ACCEPTED.**

2. Twelve (12) copies of a completed application form, as attached herein.
3. Twelve (12) copies of the Part I of the Full Environmental Assessment Form (FEAF), as attached herein or available at <http://www.dec.state.ny.us/website/dcs/seqr/forms/longeaf.pdf>.
4. Twelve (12) copies of the Visual Environmental Assessment Form Addendum, (617.20 Appendix B) as attached herein or available at <http://www.dec.state.ny.us/website/dcs/seqr/forms/visualeaf.pdf>.
5. Twelve (12) copies of the site plan or map, **FOLDED**, and all supporting documentation. The Application will only be accepted if the site plan/map contains all applicable information as indicated on the Site Plan Checklist (see Section F).
6. Twelve (12) copies of a grading plan for new structures and roads.
7. Documentation on the proposed intent and capacity of the facility, as well as a justification for the height of the tower and the amount of clearing to be undertaken.
8. Map and documentation showing the anticipated signal coverage of the facility, and discussing the expected needs for additional facilities within the Town over the next three years.
9. Documentation that the applicant has explored usage of existing towers, tall structures and tower sites as an alternative to a new tower at a new tower site. Said documentation must include the financial, technical and/or physical reasons for not selecting an alternative tower, tall structure or tower site.
10. A copy of the applicant's Federal Communications Commission (FCC) license.
11. A copy of the applicant's *Certificate of Need* from the Public Service Commission, or in the absence of a *Certificate of Need*, demonstration that the applicant has applied for a public utility license.
12. A "zone of visibility" map to determine where the tower may be seen.
13. Pictorial representations of "before and after" views from key viewpoints both inside and outside of Glenville. Key viewpoints include, but are not limited to: interstate and state highways and other major roads, state, county and local parks and preserves, other public lands, historic sites normally open to the public, areas with a large concentration of residences and any other location where the site is visible to a large number of visitors or travelers.

The Planning and Zoning Commission will determine the appropriate key sites at the pre-submission concept review with the applicant.

14. Assessment of alternative facility designs and color schemes.
15. A letter of intent from the applicant that the current facility owner and his/her successors will negotiate in good faith for shared use of the proposed facility by future personal wireless service providers and that the tower will be designed to accommodate additional users.
16. A letter of intent from the applicant committing the current facility owner and his/her successors to notify the building inspector within thirty (30) days of the discontinuance of use of the facility.
17. Documentation that the applicant has notified the legislative bodies of every municipality that borders Glenville of their application for a new facility (Towns of Clifton Park, Niskayuna, Charlton, Ballston, Rotterdam and Amsterdam, Village of Scotia and City of Schenectady).

C. REVIEW PROCEDURES

All site plan applications for PWSFs are subject to the following review procedures:

1. Planning and Zoning Commission (PZC) Pre-Submission Concept Review

The purpose of this initial review is to identify any issues which may be unique to this particular application and/or to eliminate irrelevant issues. Also, this session will be used to determine locations for “pictorial representation” as noted in Section B 13 of these instructions.

2. Planning Department Review

Staff of the Planning Department conducts a preliminary review to determine if the application is complete. If the application is complete, it will be placed on the next GECC agenda. If not complete, the applicant will be directed to prepare a complete application.

3. Glenville Environmental Conservation Commission (GECC) Review

The GECC, acting in an advisory capacity to the Planning and Zoning Commission (PZC), conducts the first substantive review of the proposal during one of their regular meetings. They also make a recommendation as to whether or not the application may result in a significant environmental impact.

As an advisory body, the GECC cannot approve or deny an application. However, they can ask the applicant to revise a site plan subject to additional GECC review. Following their review, the GECC will recommend that the PZC approve, approve with modifications or deny the application.

Should the GECC table an application pending a revised plan, the revised plan/application again must be submitted to the Planning Department at least twelve

(12) calendar days prior to the next GECC meeting in order to be placed on their agenda.

4. Planning and Zoning Commission (PZC) Review

The PZC is the only Town agency with authority pending a revised plan or additional information; the revised plan/application again must be submitted to the Planning Department at least fourteen (14) calendar days prior to the next PZC meeting in order to be placed on their agenda.

D. MEETING DATES

The GECC and PZC meet on the dates designated below. The applicant, or a representative of the applicant, should be present at both the GECC and PZC meetings in order to address issues and questions raised by these two commissions.

1. GECC – Meets on the 4th Monday of every month at 7:00 p.m.
2. PZC – Meets on the 1st and 2nd Monday of every month at 7:00 p.m.
Pre-submission conceptual reviews by the PZC will be conducted on the 1st Monday of the month at 7:00 p.m. Formal applications will be reviewed by the PZC, following the GECC’s review, on the 2nd Monday of the month.

All meetings take place at the Glenville Municipal Center.

E. REVIEW FACTORS

While conducting their reviews, both the GECC and PZC shall evaluate the site plan proposal based on, but not limited to, the following:

1. The applicant’s ability to demonstrate that service can only be provided at the selected site.
2. Demonstration that co-location, shared tower sites and existing tall structures have been explored adequately.
3. Harmonious relationship between proposed use and existing adjacent uses.
4. Traffic safety on site and between site and street(s).
5. Maximum adequacy of interior circulation, parking and loading facilities, with particular attention to vehicular and pedestrian safety.
6. Adequacy of engineering, design, landscaping and lighting in regard to achieving maximum compatibility and protection of adjacent residential neighborhoods.
7. Protection of natural features including trees, watercourses, steep slopes and wetlands, etc.

F. **SITE PLAN CHECKLIST**

A complete site plan must illustrate all of the following, if applicable:

1. A site plan or map in which the original was prepared on mylar, linen or acceptable reproducible material drawn to a scale no smaller than 50 feet to 1 inch.
2. Topographic map with five foot (5') elevation contours if grades exceed five percent (5%), or if local conditions make the site susceptible to erosion, flooding or ponding. If slopes do not exceed 5%, a note stating same should be included on the site plan.
3. Name and signature of professional engineer, land surveyor, and/or architect.
4. Certification by a licensed professional engineer and a licensed land surveyor as evidence of professional responsibility for the preparation of the construction sheet.
5. Location map showing approximate location of site in relationship to adjacent roads and intersections.
6. Title of drawing, name and address of applicant.
7. Property Tax ID (Section, Block and Lot) number(s).
8. Northpoint, scale and date.
9. Boundaries of the property, plotted to scale.
10. Contiguous property ownership and zoning.
11. Existing watercourses.
12. Location, names and widths of existing and proposed streets.
13. Final grading plan for the access road/driveway and the developed portion of the site.
14. Proposed use and dimensions of all accessory buildings.
15. Parking areas. (Existing and proposed)
16. Ingress and egress drives. (Existing and proposed)
17. Landscaping plan.
18. Location of regulated wetlands. (If present on or adjacent to site.)
19. Location of floodplains. (If present on or adjacent to site.)
20. Location of existing and/or proposed towers, guy wires and anchors.

TOWN OF GLENVILLE

**SITE PLAN REVIEW APPLICATION
(For Personal Wireless Service Facilities)**

I. TO BE COMPLETED BY THE APPLICANT:

(Answer all questions)

Date: _____

Name of Project _____

Location of Proposal _____

Tax Map ID# _____

Current Zoning Classification _____

Applicant (Company/Service Provider):

Property Owner:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Consultant/Engineer:

Contact Person:

(to whom all correspondence will be directed)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Height of proposed structure: _____

Type of Structure: (i.e. lattice, monopole tower, etc.) _____

Will construction be staged? _____ **Anticipated construction time:** _____

Current use of the site: (agriculture, commercial, undeveloped, etc.) _____

Current condition of site: (buildings, brush, etc.) _____

Other agency permits required for this use: (list type & appropriate agency)

Total potential number of co-users: _____

Project Cost – planning, engineering, etc. (not construction costs)
(provide written estimate) \$ _____

II. TO BE COMPLETED BY THE TOWN:

Application fee \$ _____

SEQRA fee \$ _____

Date Received _____ **by** _____

3/08