



Town of Galway
PLANNING BOARD
SARATOGA COUNTY, NY
ESTABLISHED 1792

5910 Sacandaga Road
Galway, NY 12074
Tele – 518-882-6070

MAJOR SUBDIVISION CHECK OFF LIST

Date: _____

PROJECT NAME/DESCRIPTION:

Instructions to Applicant: Please provide the following data, information, and drawings for the Planning Board review process at the Preliminary Plat stage. Please submit **5 - 11x17 and 5 - 24x36 of the Preliminary Plat** prepared at a scale of not more than one hundred, but preferably not less than fifty feet to the inch showing:

- Saratoga County AG District #2; On a state highway or County Highway; Or within 500' of municipal boundary
- Proposed subdivision name (including town and county in which it is located), date, north arrow, scale; name and address of: owner of record, subdivider, and engineer and/or surveyor (including license numbers and seals)
- Name of all subdivisions immediately adjacent and names of all owners of record of adjacent properties
- Zoning District, including exact boundary lines of district and any proposed changes in the zoning district lines and/or the zoning ordinance test applicable to the area being subdivided.
- All parcels of land proposed for dedication to public use and the conditions of such dedication.
- Location of existing property lines, easements, buildings, designated flood plains, designated wetlands, water courses, marshes, rock outcrops, wooded areas, and other significant existing features for the proposed subdivision and adjacent property
- Location of sewers, water mains, culverts and drains on the property, with pipe sizes, grades and direction of flow.
- Contours with intervals of two feet or less, including elevations on existing roads. Approximate grading plan if contours are to be changed more than two feet.
- The width and location of any street or public ways or places shown on the official map or master plan, if such exist, within the area to be subdivided. Also, the width, location, grades and street profiles of all streets or public ways proposed by the subdivider.



Town of Galway
PLANNING BOARD
SARATOGA COUNTY, NY
ESTABLISHED 1792

5910 Sacandaga Road
Galway, NY 12074
Tele – 518-882-6070

- Approximate location and size of all proposed waterlines, valves, hydrants, sewer lines and fire alarm boxes. Show connection to existing lines or alternate means of water supply, sewage disposal and treatment as provided in the Public Health Law.
- Profiles of all proposed sewer and water lines.
- Storm drainage plan indicating the approximate location and size of proposed lines and their profiles, connection to existing lines or alternate means of disposal.
- Plans and cross-sections showing the proposed location and type of sidewalks, street lighting standards, street trees, curbs, water mains, sanitary sewers and storm drains and the size and type thereof, the character, width and depth of pavements and sub-base, location of manholes, basins, and underground conduits.
- Preliminary designs of any bridges or culverts required
- Proposed lot lines with approximate dimensions and area of each lot
- Where the topography prohibits the inclusion of required facilities in public R.O.V.'s, the preliminary plat shall show the boundaries of proposed permanent easements over or under private property. Such permanent easements shall not be less than 30 feet in width and shall provide satisfactory access to existing or proposed public property shown on the subdivision or official map
- Actual field survey of the perimeter of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corners of the tract shall be located on the ground and be marked by substantial monuments of size and type approved by the town engineer. They shall be referenced and shown on the plat.
- Location and description of all soil borings performed on site for the purpose of determining soil conditions, as required by the NYS Department of Health
- Map of Entire Holdings Required – If the application covers only a part of the subdivider's holdings, a map of the entire tract, drawn to scale of not more than 400 feet to the inch, shall be submitted. It shall show an outline of the platted area with its proposed streets and indication of probable future street system with its grades and drainage in the remaining portion of the tract. The Planning Board shall consider the plat submitted in light of the entire holding.

Drainage Report

- Standard method of design, either rational method or Soil Conservation Services TR 55. TR 55 is preferred and will be required where watershed management is to be implemented.
- Narrative discussing method, salient drainage features, and design objectives
- Identification of all watershed basin and sub-basin, including upland influences



Town of Galway
PLANNING BOARD
SARATOGA COUNTY, NY
ESTABLISHED 1792

5910 Sacandaga Road
Galway, NY 12074
Tele – 518-882-6070

- Identification of upland and downstream drainage structures
- Statement of adequacy of downstream drainage structures concerning their ability to accommodate runoff associated with project runoff, including relevant notations and calculations
- Design table showing projected area and quantity of flow for each structure and pipe within the project
- Identification of easements necessary for municipality to maintain proposed drainage structures and drainage ways, including downstream offsite easements, if necessary for access
- All of the above
- Copy of Covenants and Deed Restrictions – a copy of any covenants or deed restrictions covering all or part of the tract
- SEQRA Review – Type I
- Preparation of plans and data by licensed engineers, architects and surveyors is required
- Other:

ESCROW: As per section 115-64 A of the Town of Galway code any application may be required to establish an escrow account based on the estimated cost of the Town for professional review of the proposal. Professional review services include but are not limited to Engineers, Attorneys, Architects, Landscape designers, Surveyors, Appraisers, and Planners. For additional information refer to Section 115-64 A-G.

All driveways shall be in conformance with the Zoning Section 115-25 of the Galway Town Code. For all driveways over 100feet long a preliminary driveway plan must be submitted to the Town Code Enforcement Officer to ensure adequate fire and emergency vehicle access prior to the issuance of a building permit