

TOWN OF MONTGOMERY  
PLANNING BOARD

TO: All Applicants for Subdivision Approval  
Revised: November 10, 2004

SUBJECT: SUB-DIVISION REQUIREMENTS AND TECHNICAL DETAILS

The following outline has been prepared to assist applicants and consultants with the technical detail requirements necessary for a complete application package.

Beyond any additional requirements that may be generated by the SEQRA process prior to receiving any approval and prior to a public hearing the applicant's engineer must complete the following list. Any applicable item which would require a "no" or "not applicable" should be accompanied by an explanation.

Please note that this list may not be complete, as determined by questions and issues raised during the review process by the Planning Board and the public. This is especially true of such matters as storm water management, roadway design, and landscaping.

- I. An initial submission must include the following:
  - a. Complete Town of Montgomery application forms completely filled out and signed by both the engineer and the applicant or a responsible official of the company or corporation which is applying.
  - b. An engineer's report, with an attached drainage study.
  - c. Ten (10) copies of legible and complete subdivision plans ("D" sized sheets) signed and sealed by the design engineer. Plans for home sites must be drawn to 1"=50' scale or larger. Subdivision plans shall include the details of site plan, waste water disposal, water supply, storm water management, erosion and sediment control, landscaping, and roadway if one is proposed.
  
- II. The Engineer's Report must contain the following information:
  - a. Description of the project.
  - b. Description of the site.

- c. Description of the proposed water supply quantity, quality and distribution. Discuss:
  - 1. Quantity and quality of adjacent well water supplies.
  - 2. Site selection (ground slope, rock, outcrops, distance from sewage disposal system, etc.)
  - 3. Overburden – type and depth.
  - 4. Provide logs of adjacent wells.
  - 5. Anticipated depth of well.
  - 6. Minimum yield anticipated.
  - 7. Results of water quality analysis of adjacent wells from the owner's tap.
  - 8. Treatment requirements and recommendations.
  
- d. Description of the proposed sewage collection and disposal system.
  - 1. Discuss the site selection process used for the design.
  - 2. Number of bedrooms considered in system designs.
  - 3. Abnormal flows anticipated.
  - 4. Disposition of waste from water treatment (if any).
  - 5. Results of percolation tests and analysis of same.
  - 6. Results of deep pit tests and analysis of same.
  - 7. Grading required to make sewage disposal area usable.
  
- e. General description of existing and proposed drainage including landscaping and grading required to minimize soil erosion and refer to a drainage report to be submitted with the application.
  
- f. Indicate that all lots in the design conform to current zoning regulations and discuss any alternatives considered to include a cluster proposal if appropriate.
  
- g. Include a statement that, upon completion of the plan, there shall be no adverse affects on adjacent parcels as a result of storm water, water supply, or sewage disposal improvements to the subject parcel.

- III. The Subdivision Plan shall contain the following information on page 1. Plan pages should be "D" size sheets or larger.
- a. Site location map (preferable, a highway map section and referenced so that the site can be located by field inspection personnel).
  - b. Topography (including: 2' interval contours), existing buildings, stone walls, driveways, walks, water courses, swales, drainage facilities, wells and sewage disposal areas on adjacent properties.
  - c. Metes and bounds of existing and proposed property boundaries.
  - d. Names of adjoining property owners.
  - e. Required building setbacks shown as light dashed lines.
  - f. Space for approval stamp (3'x6').
  - g. Symbols and keys (legend).
  - h. Appropriate notes relative to the subdivision plans and details, including, Town of Montgomery "house relocation" notes and a note stating that the project is subject to Town of Montgomery Standard Plan for Erosion and Sediment Control.
  - i. All existing and proposed easements.
  - j. U.S. Soils Conservation Service and/or Town of Montgomery soils classification clearly delineated as they are currently located on the soils maps.
  - k. Applicable zoning information in the form of a bulk regulations table showing current requirements and proposed data.
  - l. A table which provides the total area of each lot and the net usable land area of each lot as defined by current subdivision regulations.
  - m. The plan must also include proposed:
    - 1. Grading, to include a prominently located benchmark, properly labeled.
    - 2. Home sites with driveways and maximum number of bedrooms.
    - 3. Water supply well location and supply line to home.
    - 4. Waste water disposal with the house sewer, septic tank, distribution devices, proper number and length of distribution laterals properly spaced, parallel to existing or proposed grade, including a 50% reserved expansion area, all of which shall be properly scaled.
    - 5. Roof and footing drain line location to the point of discharge with an invert elevation.
    - 6. Storm water control facilities.

Depending on the scope of the project proposed and how much graphical detail is required to accurately describe the proposal, without confusion, these details may require a separate plan sheet. Presentation quality is important to avoid time consuming review and resubmission of revised plans.

- n. A large note specifically worded as follows:
  - 1. A Town of Montgomery Building Permit shall not be issued until the requirements of Standard Plan for Erosion and Sediment Control have been installed, and
  - 2. Before any site disturbance, the owner/applicant shall locate and clearly mark the proposed sewage disposal field. This area shall remain free of disturbance until such time as the septic system is to be installed. Stripping of topsoil in this area is **strictly prohibited**.
  - 3. The sanitary waste water disposal system installation for each lot shall be supervised by a licensed design professional and certified to the building department before a certificate of occupancy is issued.
- o. The County of Orange requirement for the Engineer's standard certification for sanitary design.
- p. If a town road is proposed, include the following note on page 1.

Construction of the roadway shall be conducted under the supervision of a licensed engineer and a licensed surveyor who shall certify to the Town Board and the Highway Superintendent that the roadway was constructed in conformance with the approved plans, and that suitable as built documentation shall be provided.

IV. Storm Water Management, Erosion and Sediment Control.

- a. Hydrology Analysis is to be provided as an addendum to the Engineer's Report.
  - 1. A TR-55 analysis is to be used. Town of Montgomery data summary forms are provided as an attachment to this memo. They can be duplicated for use.
  - 2. Depending on the size and scope of the project a NYSDEC SPDES permit for construction activities may be required. The engineer is referred to Fig. 3-1 of the NYS Storm water Design Manual. A note indicating whether or not a SPDES permit is required is to be placed on page 1. (See paragraph e.4 below.)

- b. Control of Run-off.
  - 1. Post Development peak discharge is limited to that of the site prior to development.
  - 2. The engineer must propose a suitable design to collect, store, and restrict off-site discharge to the pre-development rate.
  
- c. Water Quality
  - 1. Consistent with current state and federal regulations, water quality must be addressed. Using the SMP selection matrix in Chapter 7 of the Design Manual the plan must include an appropriate design, properly sized using the results of the TR-55 analysis.
  - 2. The SMP proposed by the applicant's engineer must be listed in Chapter 5.
  
- d. Engineer's design must provide for stream channel protection, over bank flood protection and be able to safely pass the extreme flood storm, using the 2, 10, and 100 year events, respectively.
  
- e. A separate plan sheet is to be provided for erosion and sediment control. You are reminded that the Town of Montgomery has been designated an MS4 community and as such is required to implement and enforce the various requirements of EPA Phase II storm water regulations.
  - 1. One or two lot subdivisions may incorporate the Town of Montgomery Standard Plan as a minimum.
  - 2. Any proposal which includes Town Road must be accompanied by its own site specific plan.
  - 3. The plan must specify the practices to be employed, where they will be installed and specific details for construction.
  - 4. If the project requires a SPDES Permit and a Storm Water Pollution Prevention Plan (SWPPP), this sheet must be signed by a certified professional with a CPESC/CPSWQ designation, as required by the NYSDEC in compliance with USEPA, Phase II Storm Water Regulations.
  - 5. The applicant's engineer is referred to the New York State Guidelines for Urban Erosion and Sediment Control for further details.
  - 6. Attached are detailed planning flow charts which have been provided for your use. It is expected that the separate plan sheet required for erosion and sediment control will incorporate the standard designations shown at the right hand side of those charts.

V. Sanitary Details – Plan

A. The septic tank shall conform to Figure 5 of the NYSDOH Design Handbook, latest revision. A detail of the septic tank shown including:

1. 12" maximum earth cover over the manhole opening
2. 3" minimum bed of sand or pea gravel beneath the tank
3. Manufacturer and model number.
4. Working capacity
5. A detailed dimensioned catalog cut of the unit.
6. Scaled inlet and outlet.

B. Distribution devices shall conform to Figure 10 or Figure 12 of the Design Handbook. Provide a detail which includes:

1. Manufacturer and model number.
2. Materials of construction.
3. A detailed dimension catalog cut of the unit (s).
4. 12" maximum earth backfill over removable cover.
5. 6" minimum bed of sand or pea gravel under distribution box or drop manhole.
6. Pipe joints to distribution box or drop manholes sealed with asphaltic material or equivalent.
7. Baffles used to prevent short circuiting.
8. Use of PVC level inserts specified.

C. The detail of the absorption field should include the following:

1. The required trench designed in accordance with Table 5, Waste Treatment Handbook.
2. The absorption trench detail in compliance with Figure 17 and 19.
3. All lateral lines for a lot approximately the same length.
4. The maximum length of any lateral – 60 feet.
5. The minimum trench width – 24 inches.
6. The minimum undisturbed distance between any 2 tile trenches 4 feet or more.
7. Size and material of construction of all pipes.
8. Maximum ground slope of tile field area does not exceed 15%.

D. The well detail should include the following information:

1. Detail of well indicating diameter and depth, casing, pump, water lines, electrical lines, pitless adapters, well seal, thickness, depth and material of grouting, etc.
2. Material of the well casing in compliance with ASA Standard B36.1Q, 1959 or AWA Standard A100-58 latest revision.
3. Depth of well casing in accordance with overburden and aquifer design requirements.
4. Diameters and depth of drill holes shown to meet grouting requirements.
5. Height of casing above ground shown not less than 12" and 2 feet above highest flood level.
6. Make and model number of well seal and pitless adapter specified.

E. In tabular format provide the results of all deep test pit and percolation test data. The tests should be identified and cross referenced on the site plan with the locations where the tests were performed.

VI. Roadway

A. Plans for the proposed roadway must include the following:

1. Center line stationing for the proposed road beginning at the center line of intersection of existing roadway.
2. 50 feet minimum width to be dedicated to the Town.
3. Storm water drainage system including size and location of piping, catch basins and culverts, including pipe slopes and pipe invert elevation.
4. Minimum 200' radius of horizontal curvature, crest and sag vertical curves radius shall be reviewed on the basis of proposed volume.
5. Size and location of any water and sewer lines existing or proposed within the roadway.
6. Location of street trees.
7. Location of monuments to be installed.

B. Sections of roadway must include the following:

1. Roadway profile with proper stationing, beginning at the center line of the existing road, showing existing and proposed grades in acceptable scale.
2. Storm water control system including locations of catch basins, culverts and lines.

- C. Detail of any proposed roadway should include the following:
1. Typical section meeting the Town's current requirements for sub base and surface material and applicable construction notes, and ditch lines.
  2. Proposed catch basin construction.
  3. Culvert and pipe detail.
  4. Curbing and access detail to existing roadway.
  5. Storm water quality practices.
- D. Notes for roadway construction shall include a requirement that the construction will be supervised by a N.Y.S. licensed engineer and certified to the Highway Department and Town Board that it was constructed in conformance with approved plans or approved revisions.
- E. A note on the roadway detail sheet shall also specify that all horizontal and vertical control on the project shall be provided by a licensed surveyor.



# TOWN OF MONTGOMERY

## Planning Board Project Review Stormwater Management Data Summary

(for use with TR-55)

Project \_\_\_\_\_ Drainage Area \_\_\_\_\_

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Pre Development

Post Development

Ultimate Buildout \*

(Applicant must provide suitable maps for reference)

### 1. PEAK DISCHARGE

Cover Description	Soil Name	Group	Curve No.	Area (Ac)

### 2. TIME OF CONCENTRATION

24 Hour 2 Year Rainfall = \_\_\_\_\_ Inches

FLOW	Type Surface	Manning n	Flow Length (ft)	Avg Velocity Ft / Sec	Slope %	T <sub>c</sub> (HR)	Total T <sub>c</sub>
SHEET (150' Flow Length Maximum)							
SHALLOW							
CHANNEL (Hyd. Radius = _____)							

Time of Concentration

Total Area = \_\_\_\_\_ Ac.      Weighted CN \_\_\_\_\_      Pond Factor \_\_\_\_\_

### 3. COMPUTED HYDROLOGIC DATA

STORM	Precipitation (P) in.	Runoff (Q) in	Peak Disch (Q <sub>p</sub> ) CFS	Total Storm Vol (CF)(AF)
1 yr				
2 yr				
10 yr				
100 yr				

\* per zoning in the total watershed contributing to this site.

4. PROJECT SUMMARY

	Pre Development	Post Development	Ultimate Buildout
Area (Ac)			
Weighted CN			
T <sub>c</sub> (Hr)			
Q 1 yr. (inches)			NA
Q 2 yr. (CFS)			NA
Q 10 yr. (CFS)			NA
Q 100 yr. (CFS)			

**Water Quality Volume (WQ<sub>v</sub>)**  
 (Provide suitable BMP for 1.2" rainfall) \_\_\_\_\_ ac - ft

**Channel Protection Volume (CP<sub>v</sub>)**  
 (Provide 24 hours extended detention for one year event) \_\_\_\_\_ ac - ft

**Peak Control Volume (Q<sub>p</sub>)**  
 (Provide outlet device for 10 yr. storm) \_\_\_\_\_ ac - ft

**Flood Control Volume (Q<sub>f</sub>)**  
 \_\_\_\_\_ ac - ft

Describe / Name of BMP: \_\_\_\_\_

Note: Applicant must provide pre and post development site maps that clearly define the drainage area under investigation, shows the boundaries of surface covers within, and delineates time of concentration flow path.

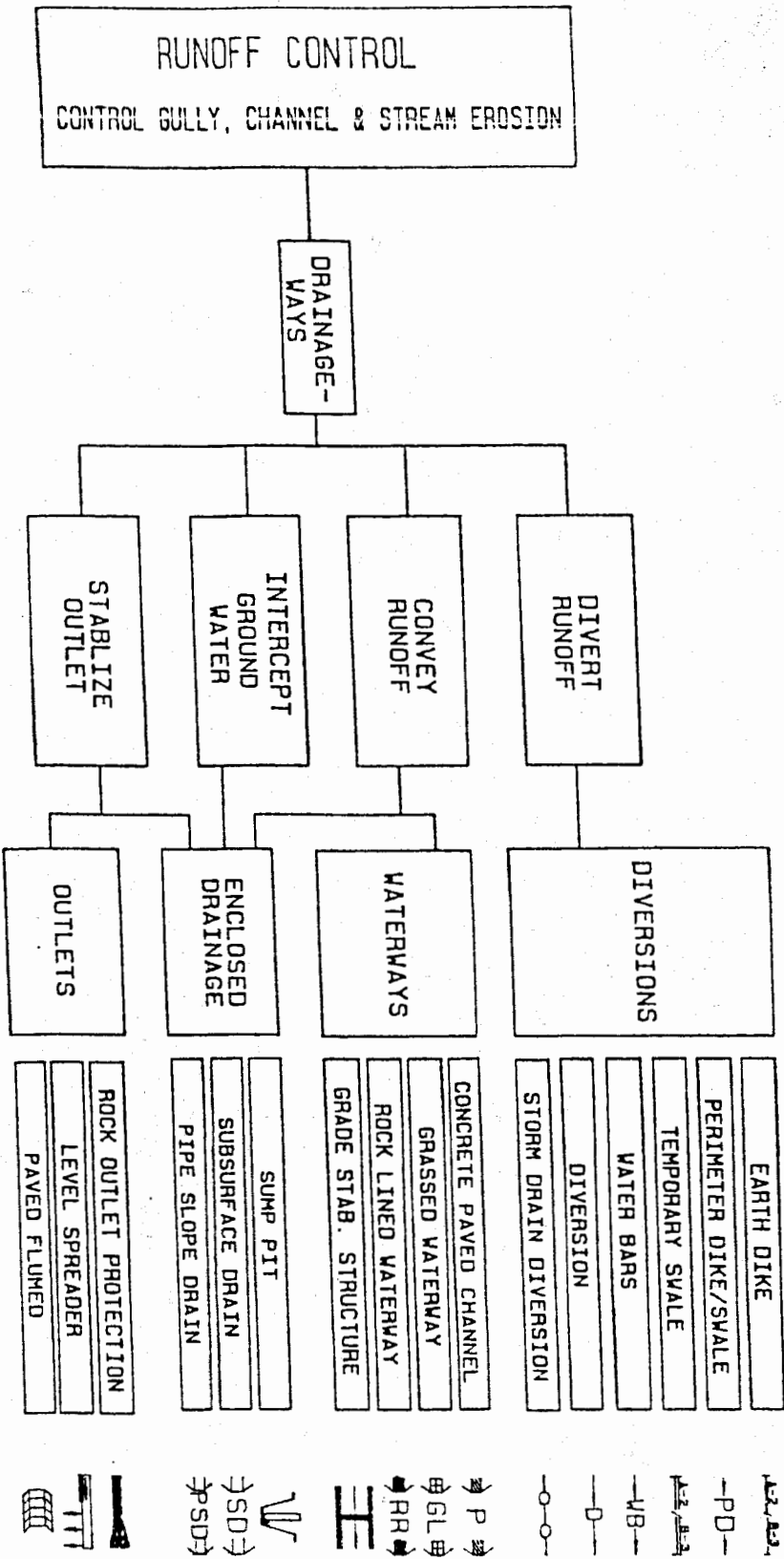
<b>TOWN OF MONTGOMERY</b>
<b>OFFICE USE ONLY</b>

\_\_\_\_\_ (signature of applicant's engineer)

\_\_\_\_\_ (print / type - name, title and company name here)

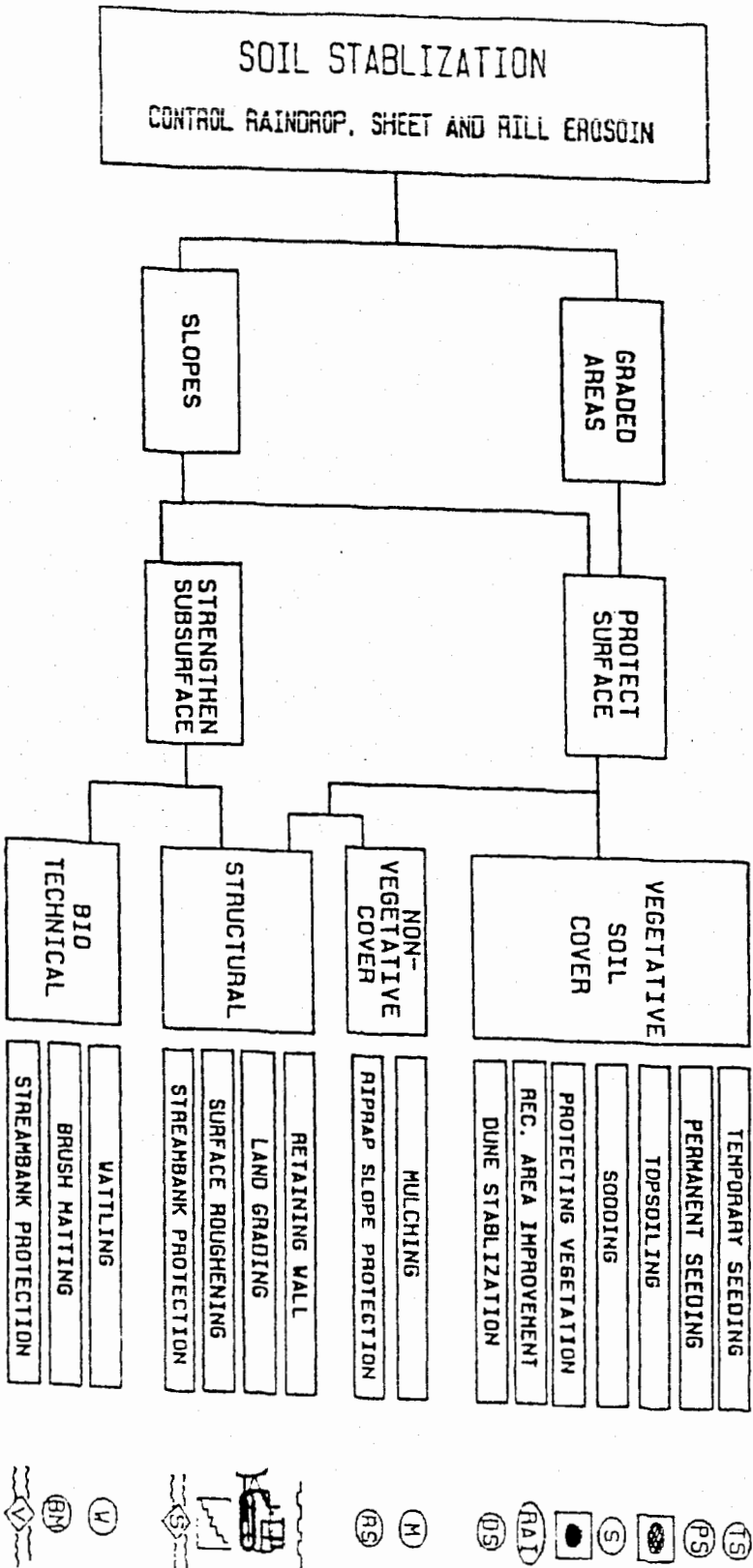
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PLANNING FLOW CHART - RUNOFF CONTROL



# Soil Stabilization (Erosion Control)

PLANNING FLOW CHART - SOIL STABILIZATION



PLANNING FLOW CHART - SEDIMENT CONTROL

