

September 17, 2024

Ms. Sandra Hemstreet, Acting Chairperson  
Town of Glen Planning Board  
7 Erie Street  
Fultonville, NY 12072

**Re: Town of Glen  
Montgomery County Ambulance Facility Review  
Our Project No. 19503-18**

Dear Ms. Hemstreet,

We are in receipt of the Building Permit Application dated 6/7/2024, Site Plan New Ambulance Facility dated 8/8/2024 as prepared by C.T. Male Associates and the Short Environmental Assessment Form (SEAF) dated 8/6/2024. The project involves construction of a 4,320sf building which will house an ambulance garage and employee staging and office space. The project also includes paving and septic system installation on the existing Montgomery County complex parcel located at 200 Clark Drive in the Town of Glen. A review of the aforementioned documents resulted in the following comments:

Building Permit Application

1. The name of the contractor will need to be supplied to the Town once selected.
2. The proposed ceiling insulation should be checked to be sure it complies with current NYS Building Code

Site Plan

1. The proposed building setback to the property line needs to be shown or stated on the plan.
2. The number of parking spaces proposed should be shown on the plan.
3. Any proposed landscaping should be shown on the plan.
4. The anticipated construction disturbance should be shown on the site plan and the area stated in acres.
5. The site plan should show the proposed erosion and sediment control measures to be employed during construction and a detail sheet needs to be provided for the practices proposed.
6. No grading plan has been provided to show how the ground will be altered for construction, where surface water flows will be directed and how water will be diverted around the proposed leach field area (a diversion berm is stated in the notes but should be shown).
7. A valve or corporation stop should be shown on the proposed 3/4 inch water service where it connects to the exiting water main on site. A detail of the water service connection should be provided for review.
8. The Town of Glen Code Chapter 109 Sewers and Water, section 109-3 F. states that "All rules and regulations of the Village of Fultonville are incorporated herein as same may be applicable to Town

water districts.” As this does not implicitly state that the Town has to follow the Village’s Sewer Use Law, it does not appear that the Town can require connection to the public sanitary sewer system.

9. The Town’s Land Use Management Plan requires a minimum of 50 feet setback from the property line for all portions of a septic system including the leach field. As the property line is not shown on the site plan in the area of the septic system leach field, we ask the applicant to add the property line with dimension or add a note stating how far the property line is from the leach field.
10. The location, height, intensity, and bulk type of any proposed external lighting should be provided for review.
11. The Site Plan does not provide the name and addresses of all owners of record of abutting parcels and those within 500 ft of the property line.
12. The location and the size of structures within 500 ft of the property line should be identified on the Site Plan. If none exist, we ask the Applicant confirm.
13. We ask that the Applicant confirm if there will be any proposed signage. If so, we ask that the Applicant provide the location, height, size, materials, and design of all proposed signage.
14. The Town of Glen Land Use Management Local Law Section 6.05.4.o requires that for new construction or alterations to any existing building, a table containing the following information be provided:
  - a. Area of building to be used for a particular use such as retail operation, office storage, etc.
  - b. Maximum number of employees.
  - c. Maximum seating capacity, where applicable.
  - d. Number of parking spaces existing and required for the intended use.
  - e. Dimensions, materials, and designs of all structures.

We ask that the Applicant provide the missing details to the Site Plan or as an attachment to the application.

15. The Applicant has not provided elevation plans for all exterior facades of the proposed structures and/or existing facades for review as required in Section 6.05.4.p of the Town of Glen Land Use Management Local Law.

#### SEAF

1. The Applicant has indicated that <1.0 acres are to be disturbed. We ask that the Applicant clarify the actual acreage to be disturbed in their answer to question 3.b.
2. The Applicant indicated in their answer to question 12.b that the project site, or any portion of it, is located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory. After running the EAF Mapper for the project site location, the results state that the answer to question 12.b should be “yes.” We ask the Applicant to revise their answer to question 12.b.
3. The Applicant indicated in their answer to question 13.a that the no portion of the site of the proposed action, or lands adjoining the proposed action, contains wetlands or other waterbodies regulated by a federal, state or local agency. After running the EAF Mapper for the project site location, the results state that the answer to question 13.a should be “yes.”

Town of Glen  
County Ambulance Facility Review  
9/17/2024

Please feel free to call or email me with any questions.

Sincerely,



Douglas P. Cole, P.E.  
Senior Director of Engineering

cc: Timothy Reilly, Supervisor  
William J. Mycek, Town Attorney