



Paula A. Mahan
Town Supervisor

TOWN OF COLONIE

Building and Fire Services Department
Public Operations Center
347 Old Niskayuna Road
Latham, New York 12110

Phone (518) 783-2706 Fax (518) 783-2772
www.colonie.org/building

PLEASE READ BEFORE COMPLETING FORMS

INFORMATION AND PROCEDURES FOR VARIANCES AND SPECIAL USE PERMITS

**NOTE: IF THE FOLLOWING INSTRUCTIONS ARE NOT COMPLIED WITH,
YOUR PAPERWORK WILL NOT BE PROCESSED.**

**ALL FORMS MUST BE PRINTED NEATLY IN BLACK INK OR TYPEWRITTEN. ATTACHMENTS
ARE PERMITTED AND MUST CONTAIN COMPLETE ADDRESS, INCLUDING ZIP CODE.**

1. Submit complete **DISAPPROVED** Zoning Verification package.
2. Complete and return one **original** "Appeal From Decision of an Administrative Official Application for Interpretation/Variance" form. **MUST BE NOTARIZED.**
3. Complete and return **original** "Environmental Assessment Form".
4. Submit **Thirteen (13) scaled copies of survey (stamped by a licensed professional)** showing all dimensions of buildings, yard (front, side and rear setbacks of building(s) (proposed and existing), lot size, area and streets. **Any other attachments to the Appeals Form must be submitted in 13 copies.** If the request is for the development of a single or two family dwelling on an undersized residential lot drawings showing floor plan layout and elevations are required. Drawings are also required for proposed additions, accessory structures etc.
5. Submit application fee to process appeal. The fee is not refundable.
Make check payable to the Town of Colonie Building Department.

a. One family including accessory structure - \$130.00	e. Churches, Schools etc. - \$350.00
b. Two family including accessory structure - \$180.00	f. Farm Buildings - \$225.00
c. Residential Subdivision-as defined in Land Use Regulations	g. Mobile Home Parks - \$310.00
Minor \$255.00 Major \$510.00	h. Business SUP - \$610
d. Business - \$610.00	i. Residential SUP-\$155
6. Submit complete paper work directly to Kim Buchan by **appointment only**, please call (518) 783-2706 and **pick up 2nd packet, "Affidavit of Delivery and Posting of Notices"**.
7. Return **"Affidavit of Delivery and Posting of Notices"** to the Building Department and at that time your hearing date will be confirmed.
8. The Zoning Board of Appeals holds public hearings on the **1st and 3rd Thursday of the month at 7 P.M. in the Public Operations Center, 347 Old Niskayuna Rd., Latham.** Typically an appeal for a Variance or SUP will be scheduled six to ten weeks after complete paperwork and fee are submitted.

APPLICANT MUST APPEAR AT THE PUBLIC HEARING.

If you are going to submit anything to the ZBA at the hearing, 10 copies will be required.

9. **Please note:** If a variance or SUP is granted for residential application, a Building and Zoning Permit **must be obtained before any work is started.**

If a variance or SUP is granted for subdivision or business, you must obtain **final approval from the Planning Board and a Building and Zoning Permit must be obtained before any work is started.**

**"SUCH APPEAL SHALL BE TAKEN WITHIN SIXTY DAYS AFTER THE
FILING IN THE TOWN CLERK'S OFFICE OF ANY ORDER, REQUIREMENT,
DECISION, INTERPRETATION OR DETERMINATION OF THE ADMINISTRATIVE
OFFICIAL CHARGED WITH THE ENFORCEMENT OF SUCH ORDINANCE OR
LOCAL LAW, FROM WHICH THE APPEAL IS TAKEN."
(NEW YORK STATE TOWN LAW §267-a[5]).**