

**TOWN OF COLONIE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT  
SITE PLAN REVIEW SUBMITTAL REQUIREMENTS**

All Submittal Requirements Listed Are Minimum

Forms and checklists are available online at [www.colonie.org/pedd](http://www.colonie.org/pedd).

All Submittals Must Be Complete and Accompanied By Transmittal Letter

The Planning Board or Planning & Economic Development Department May Request Additional Information

**MAJOR**

**New Buildings, Additions or Site Changes with greater than  
10,000 sq. ft. of site disturbance**

- 1) DCC:** 1 Unapproved Zoning Verification Form (Submitted to Building Dept.)  
10 General Descriptions of Proposal  
10 Sketch Plans showing general site layout (see checklist)  
1 Digital image file of plans (PDF)  
Town Designated Engineer initial escrow deposit \$2,500
- 2) CONCEPT:** 1 Approved Zoning Verification Form (Approved by Building Dept.)  
25 Site Analysis Plans (see checklist) (**folded to 8-1/2" x 14" or smaller, printed side out**)  
25 Concept Plans (see checklist) (**folded to 8-1/2" x 14" or smaller, printed side out**)  
25 Floor Plans and Architectural Elevation Plans (see checklist)  
25 Narratives (see checklist)  
25 Letters describing changes made to address DCC review comments  
1 Storm water practice feasibility study report (greater than 1 acre of disturbance)  
1 Original Application signed by property owner  
1 Copy of purchase contract (if applicant is not property owner)  
1 Environmental Assessment Form (long form if type I action or new construction)  
1 Latham Water District Information Sheet  
1 Digital image file of plans (PDF)  
Review Fee  
Site Photos
- 3) FIRST SUBMITTAL PRELIMINARY FINAL:** 7 Sets Plans (**folded to 8 1/2" x 14" or smaller, printed side out**)  
1 Digital image file of plans (PDF)  
2 copies of the storm water pollution prevention and management report  
2 copies engineering reports and supporting documentation as needed  
2 copies cultural resource report (for projects located within the NYSOPRHP map of archeological sensitive areas)  
1 Professional Certification Form  
1 Letter describing changes made to address comments on previous submittal
- 4) PRELIMINARY FINAL RESUBMITTALS:** Plans and reports as requested in comment letter on previous submittal (**folded to 8 1/2" x 14" or smaller, printed side out**)  
1 Digital image file of plans (PDF)  
1 Letter describing changes made to address comments on previous submittal
- 

**MINOR**

**Addition or Site Change Affecting Less than 10,000 sq. ft.**

- REVIEW SUBMITTAL:** 1 Approved Zoning Verification Form (Approved by Building Dept.)  
8 Site Plans (see checklist) (**folded to 8 1/2" x 14" or smaller, printed side out**)  
8 Narratives (see checklist)  
8 Floor Plan (for building additions only)  
8 Architectural Elevation drawings (for building additions or façade changes)  
1 Original application signed by property owner  
1 Environmental Assessment Form  
1 Latham Water District Information Sheet  
1 Professional Certification Form (for building additions & site work only)  
Review Fee  
Site Photos
- 

**CHANGE IN TENANT/CHANGE IN USE/TEMPORARY TENT**

- REVIEW SUBMITTAL:** 1 Approved Zoning Verification Form (approved by Building Dept.)  
1 Original Application signed by property owner or agent  
1 Completed Environmental Assessment Form (for change in use only)  
Review Fee  
3 Copies of site plan (**folded to 8 1/2" x 14" or smaller, printed side out**)