

**TOWN OF COLONIE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
MAJOR SUBDIVISION SUBMITTAL REQUIREMENTS**

All submittals must be complete and accompanied by a transmittal letter. Forms and checklists are available online at www.colonie.org/pedd. All submittal requirements listed are minimum. The Planning Board or Planning and Economic Development Department may request additional information.

All plans except final approval submittal must be folded to 8 1/2" x 11" or smaller

- 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 SUBMITTAL: Approved Zoning Verification for Subdivision
25 Sets Plans (see checklist)
25 Narratives (see checklist)
1 Storm water practice feasibility study report
1 Original Application
1 Environmental Assessment Form (long form if type I action)
1 Letter describing changes made to address DCC review comments
1 Digital image files of full set of concept subdivision plans in PDF
Review Fee
Site Photos
- 3) PRELIMINARY FINAL:
(First Submittal) 6 Sets Plans (see checklist)
1 Digital image file of plans (PDF)
6 Letters describing changes made to address conditions of concept acceptance
3 Draft Sewer Reports with S.I.A. Map
3 Draft Water Reports, including District Extension Description
and Boundary Map where applicable
3 Draft Storm Water Management Report and Pollution Prevention Plan
1 ea. Surveyor's & Applicant's Affidavits
2 ea. archeological assessment report for sites within areas
shown on State map of significant areas
1 copy of proposed restrictive covenants or letter from applicant
stating none will be applied
- 4) PRELIMINARY FINAL:
(Resubmittals) Plans and Reports as requested in comment letter on previous submittal
1 Letter describing changes made to address comments on previous submittal
- 5) WATER DISTRICT
EXTENSION SUBMITTAL
(if applicable) 4 Full Sets Plans
1 Digital image file of plans (PDF)
4 Final Water Reports
4 Water District Extension Descriptions and Boundary Maps
1 DOH-348 Application Form
- 6) PUBLIC HEARING
SUBMITTAL: 7 Full Sets Plans
10 Subdivision Plan Sheets
8 Grading Plan Sheets
7 Final Sewer Reports with S.I.A. Map
2 Final Water Reports, including District Extension Description
and Boundary Map where applicable
2 Final Storm Water Management Reports and Pollution Prevention Plans
1 ea. County Health Applications with Fee
1 Construction Time Estimate Sheet
- 7a) REVISED PUBLIC
HEARING SUBMITTALS: If the Planning Board Approval with conditions requires any revisions to the
documents submitted in the PUBLIC HEARING SUBMITTAL, the
revised documents are to be submitted at this time.
- 7b) REVISED ALBANY
COUNTY SUBMITTAL: If the Albany County Health Department comments require any revisions
to the plans, water report or sewer report, three (3) copies of the revised
documents should be resubmitted to Planning and Economic Development
Department. If any other documents must be revised, one (1) copy of the
revised documents should be resubmitted to Planning and Economic
Development Department
- 8) POST-HEARING
SUBMITTAL 1 ea. Unexecuted Original Street Deeds, Executed Original Easements,
Boundary Maps, Real Property Transfer Gains Tax Affidavits, Title
Insurance Commitment, and TP584 and equalization & assessment forms
1 executed Inspection Escrow Agreement with required insurance
certificate and escrow check
- 9) FINAL APPROVAL
SUBMITTAL:
(Includes ACHD) 5 Mylar Prints of Subdivision Plan Sheet (Rolled)
8 Paper Prints of Full Set of Plans (Unbound – each sheet folded individually)
5 Paper Prints of Subdivision Plan Sheet (Rolled)
5 Paper Prints of Grading Plan Sheet (Rolled)
1 Mylar Print of Grading Plan Sheet (Rolled)
1 Digital image files of full set of final subdivision plans in PDF and TIFF format
PLUS COPIES FOR APPLICANT'S USE