

**BUILDING DEPARTMENT
TOWN OF COLONIE
PUBLIC OPERATIONS CENTER
347 OLD NISKAYUNA ROAD
LATHAM, NY 12110-2286**

(518) 783-2706

COMMERCIAL ZONING VERIFICATION

**THIS APPLICATION IS FOR ZONING VERIFICATION FOR ANY COMMERCIAL PROJECT,
SUBMIT THIS TO THE BUILDING DEPARTMENT.
NOT TO BE USED FOR A SUBDIVISION OF LAND**

THIS FORM WILL BE ON FILE IN THE BUILDING DEPARTMENT FOR 1 YEAR

Any proposal which requires a Town of Colonie Building and Zoning Permit or an approval issued by the Town of Colonie Planning Board/Department must first be reviewed by the zoning enforcement officer of the Town of Colonie to determine whether the proposal violates any provision(s) of the Town of Colonie Zoning Laws. The Officer's determination is based upon the information submitted on this form and such determination is subject to review and change if the project is modified at a subsequent date. The officer reserves the right to request further information it is deemed necessary. A disapproval of the application by the zoning officer means the project, as designed, cannot proceed for the reasons provided. If you the applicant disagree with the zoning officer's determination you may appeal said determination to the Town of Colonie Zoning Board of Appeals. The applicant further agrees and understands that a new "Application for Zoning Verification" may have to be submitted if the applicable zoning laws change before the proposed action is completed.

1. GENERAL INFORMATION:

Address of site of proposed action:

Number Street City State Zip

Name of applicant _____

Address Number Street City State Zip

Applicant's phone (W) _____ (Cell) _____

Contact person _____

Address _____

Phone number (W) _____ (Cell) _____

Property owner(s) _____

Address Number Street City State Zip

2. Describe the present use of the building and property. (If vacant, so note and list last prior use).

3. APPLICANT'S PROPOSED ACTION:

A. Is the proposed action a:

- New building Addition Renovation Accessory Structure
- New tenant (business name) _____ (Including Alterations) (No Work)
- Change of use (new use) _____
- Change of owner (new owner) _____
- Temporary tent (Date tent will be erected) _____ (Date tent will be removed) _____
- Site change or other (describe below) _____

B. Proposed use (check where applicable and provide area for each use):

- | <u>USE</u> | <u>GROSS FLOOR AREA</u> | <u>USE</u> | <u>GROSS FLOOR AREA</u> |
|--|-------------------------|---|-------------------------|
| <input type="checkbox"/> Office _____ | sq. ft. | <input type="checkbox"/> Warehouse/Distribution _____ | sq. ft. |
| <input type="checkbox"/> Wholesale Business _____ | sq. ft. | <input type="checkbox"/> Fast Food _____ | sq. ft. |
| <input type="checkbox"/> Convenience Store _____ | sq. ft. | <input type="checkbox"/> Restaurant, Barroom _____ | sq. ft. |
| <input type="checkbox"/> Retail Sales _____ | sq. ft. | <input type="checkbox"/> Manufacturing _____ | sq. ft. |
| <input type="checkbox"/> Motel, Hotel _____ | sq. ft. | <input type="checkbox"/> Multifamily _____ | sq. ft. |
| <input type="checkbox"/> Motor Vehicle Svce. Station _____ | sq. ft. | <input type="checkbox"/> Other _____ | sq. ft. |

C. DESCRIBED THE PROPOSED USE IN DETAIL IN A COMPLETE DESCRIPTIVE NARRATIVE.

OVER

4. Parcel is located in a _____ zoning district (refer to Town of Colonie Zoning Map)

5. SITE INFORMATION: IF THE APPLICANT PROPOSES ONLY A TENANT CHANGE OR A CHANGE OF OWNERSHIP, THIS SECTION MAY NOT BE REQUIRED TO BE COMPLETED. HOWEVER, THIS SECTION MUST BE COMPLETED AND THREE (3) COPIES OF THE PROPOSED SITE PLAN MUST BE SUBMITTED FOR ANY PROPOSAL WHICH INCLUDES A CHANGE OF USE, TEMPORARY TENT, ADDITION, ACCESSORY STRUCTURE OR NEW BUILDING.

A. TEMPORARY TENT: Plan may be hand drawn by the applicant and must depict the existing structure(s), if any, the proposed structure/tent, the lot layout, and all new and existing building setbacks.

B. MAJOR / MINOR OR NONCONFORMING COMMERCIAL SITE OR USE: Plan must be drawn by a licensed N.Y.S. engineer, architect, surveyor or landscape architect and have upon it; the address of the property, all easements, area of the parcel, abutting public highways, frontage of the lot on public highway, all building setback dimensions, the proposed structure, parking, building heights, and all zoning districts within 300 feet of the site. In OR, COR, HCOR and NCOR zoning districts, the site plan must show existing buildings and front yard setback dimensions for abutting properties on each side.

NOTE: MAJOR/MINOR/NONCONFORMING USE Site Development Proposals are defined in the Town of Colonie Land Use Law Section 190-11(A)(B).

C. Area of Property: _____ acres and _____ square feet Lot Size width _____ depth _____
Length of property on a developed street _____ feet
Is this a corner lot? Yes _____ No _____ Frontage on each street _____ ft. _____ ft.
Is this a Through lot? Yes _____ No _____ Frontage on each street _____ ft. _____ ft.

Building setbacks: Existing Proposed Existing Proposed
Front yard _____ ft. _____ ft. Right side yard _____ ft. _____ ft.
Rear/Front yard _____ ft. _____ ft. Left side yard _____ ft. _____ t.

Existing Building Height (at peak) _____ ft. _____ stories
Proposed Building Height (at peak) _____ ft. _____ stories
New Building Size: Length _____ ft. Width _____ ft.

Gross floor area: existing _____ sq. ft. proposed _____ sq. ft. total _____ sq. ft.

6. SIGNATURE OF APPLICANT _____
PRINTED OR TYPED COPY OF SIGNATURE _____ DATE _____

If DISAPPROVED "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".

XXXXXXXXXXXXXXXXXXXXXXXXXXXX FOR OFFICIAL USE ONLY XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

I, _____ zoning officer of the Town of Colonie do hereby find that the proposed action as described above and any attachments hereto,

IS IN ACCORDANCE _____ APPROVED DATE _____
SIGNATURE OF ZONING OFFICER

IS NOT IN ACCORDANCE _____ DISAPPROVED DATE _____
SIGNATURE OF ZONING OFFICER

with Chapter 190 of the Colonie Land Use Law that is effective as of this date.



TO THE APPLICANT: THIS IS NOT A BUILDING AND ZONING PERMIT. IF YOU WISH TO PROCEED, PLEASE SUBMIT AN APPLICATION FOR THE FOLLOWING:

- BUILDING AND ZONING PERMIT APPLICATION (Building Department)
- APPLICATION FOR ZONING VARIANCE OR INTERPRETATION (Building Department)
- APPLICATION FOR PLANNING BOARD APPROVAL/EXEMPTION (Planning and Economic Development)
- SPECIAL USE PERMIT (Planning and Economic Development) _____ USE _____

XXXXXXXXXXXXXXXXXXXXXXXXXXXX OFFICIAL USE ONLY XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Variance granted on property Yes No Parcel in/near a wetland Yes No
Variance# _____ Parcel in/near a flood plain Yes No
Copy of Assessor's card attached Yes No Watercourse on/near the property Yes No
Copy of County Tax Map attached Yes No County Tax Map # _____
Is existing use nonconforming Yes No If nonconforming, is it legally established Yes No

YES NO VIOLATION - CHAPTER 190-21 (BUILDING PERMITS REQUIRED)
CONSTRUCTION STARTED WITHOUT OBTAINING BUILDING AND ZONING PERMIT