



TOWN OF COLONIE

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

Paula A. Mahan
Town Supervisor

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

Michael M. Rosch
Director

PLEASE READ BEFORE COMPLETING FORMS

INFORMATION FOR APPLICATION TO ZONING BOARD OF APPEALS FOR SPECIAL USE PERMIT FOR TELECOMMUNICATIONS FACILITIES

NOTE: IF THE FOLLOWING INSTRUCTIONS ARE NOT COMPLIED WITH, YOUR PAPERWORK FOR A SPECIAL USE PERMIT CAN NOT BE PROCESSED.

ALL FORMS MUST BE PRINTED NEATLY IN BLACK INK OR TYPEWRITTEN FOR LEGIBILITY. ANY ATTACHMENTS MUST CONTAIN COMPLETE ADDRESS, INCLUDING ZIP CODE.

1. Submit complete **APPROVED** Zoning Verification package.
2. Complete and return one **original** "Application for Special Use Permit" form. **MUST BE NOTARIZED.**
3. Complete and return **original** "Environmental Assessment Form".
4. Submit **Fifteen (15) scaled copies of survey (stamped by a licensed professional)** and all other information required by Chapter 189-7C of the Code of the Town of Colonie. **Any other attachments to the application for the Special Use Permit must be submitted in 15 copies.**
5. Submit application fee to process Special Use Permit. The fee is not refundable.
Make check payable to the Town of Colonie Building Department.
 - a) For facilities including a new tower, extension of a tower, or replacement tower- \$6,000.00
 - b) For facilities not including a new tower -\$3,500.00
6. 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.** Usually your application for a Special Use Permit 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 supplemental material to the ZBA at the hearing, 10 copies will be required.

AN APPLICATION FOR SPECIAL USE PERMIT MUST BE RECEIVED WITHIN 60 DAYS AFTER THE FILING OF THE APPROVED COMMERCIAL ZONING VERIFICATION IN THE TOWN CLERK'S OFFICE.

