



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 APPEALS AND PROCEDURES FOR VARIANCE OF THE LAND USE LAW

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

ALL FORMS MUST BE PRINTED NEATLY IN BLACK INK OR TYPEWRITTEN FOR LEGIBILITY.
ATTACHMENTS CAN BE DONE 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 Special Exception" 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)** 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 15 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. This fee is not refundable.
Make check payable to the Town of Colonie Building Department.
 - a. One family - \$ 50.00
 - b. Two family - \$100.00
 - c. Subdivision - as defined in Land Use Regulations
Minor \$200.00 Major \$450.00
 - d. Business - \$540.00
 - e. Churches, Schools etc. - \$250.00
 - f. Farm Buildings - \$200.00
 - g. Mobile Home Parks - \$200.00
6. Submit complete paper work by **appointment only**, please call **(518) 783-2706.**
For Commercial call Robert J. Cordell, Chief Commercial Building Inspector
For Residential call Ted DeLucia, Chief Residential Building Inspector
7. 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 appeal for a Variance 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.

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

If a variance 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)).