

**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.

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:**
8 General Descriptions of Proposal
8 Sketch Plans showing general site layout (see checklist)
- 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)
1 Digital image file of plans (TIF or Auto Cad)
Review Fee
Site Photos
- 3) **FIRST SUBMITTAL** 6 Sets Plans (**folded to 8 1/2" x 14" or smaller, printed side out**)
PRELIMINARY FINAL: 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** Plans and reports as requested in comment letter on previous submittal
RESUBMITTALS: (**folded to 8 1/2" x 14" or smaller, printed side out**)
1 Letter describing changes made to address comments on previous submittal
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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
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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
4 Copies of site plan (**folded to 8 1/2" x 14" or smaller, printed side out**)
Site Photos