



TOWN OF COLONIE
PLANNING AND ECONOMIC DEVELOPMENT DEPT.

Public Operations Center
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Latham, New York 12110

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COMMERCIAL SITE SUBMITTAL REQUIREMENTS

All Submittals Must Be Complete and Accompanied By Transmittal Letter

All Submittal Requirements Listed Are Minimum
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 (**folded to 8-1/2" x 14" or smaller, printed side out**)
 - 25 Concept Plans
 - 25 Floor Plans and Architectural Elevation Plans
 - 25 Narratives
 - 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)
 - Review Fee
 - Site Photos

- 3) **FIRST SUBMITTAL** 6 Sets Plans (**folded to 8 1/2" x 14" or smaller, printed side out**)
PRELIMINARY FINAL: 3 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

MINOR

Addition or Site Change Affecting Less than 10,000 sq. ft.

- REVIEW SUBMITTAL:**
 - 1 Approved Zoning Verification Form (Approved by Building Dept.)
 - 6 Site Plans (see checklist) (**folded to 8 1/2" x 14" or smaller, printed side out**)
 - 6 Narratives (see checklist)
 - 6 Floor Plan (for building additions only)
 - 6 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

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
 - Review Fee
 - 4 Copies of site plan (see checklist)
 - Site Photos