

TOWN OF COLONIE

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

Public Operations Center
347 Old Niskayuna Road
Latham, New York 12110-2289

Telephone (518)783-2741
Fax (518)783-2888



Philip J. Pearson, P.L.S.
Director

TO: ALL APPLICANTS FOR PLANNING BOARD SITE APPROVAL

RE: COMPLETION OF REQUIRED SITE IMPROVEMENTS

The granting by the Planning Board of a site approval in accordance with the Town's commercial site regulations is often conditioned upon site improvements to be made in accordance with plans approved by the Board. The completion of these improvements is a prerequisite to issuance of a Site Development Plan Approval Compliance Release by this department, and issuance of a Certificate of Occupancy by the Building Department. This department will issue a compliance release under the following conditions only:

1. Upon completion of all required site improvements in accordance with approved plans, and for larger projects, upon receipt of CERTIFICATION OF COMPLETION by the applicant's professional consultant.
2. When necessary, in the discretion of this department, upon deposit of a cash escrow sufficient to cover the cost of completion of the work. For larger projects, the applicant's professional consultant must certify proper completion of the portion of the work that is done, and must provide an itemized list of work not completed. The Planning and Economic Development Department will then determine the amount of escrow required, and the escrow will be placed in an interest-bearing account.

Upon proper completion and certification of the remaining work, the escrow will be released to the applicant. If the applicant fails to complete the work as agreed, we will use the funds on deposit to have completed.

This policy applies only to the requirements of the Planning Board site approval and the procedure of the Planning and Economic Development Department in authorizing the Building Department to issue CERTIFICATES OF OCCUPANCY. The applicant should consult directly with the Building Department and other involved Town Departments to determine their requirements.