

**TOWN OF COLONIE PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

**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**

**1) DEV. COORDINATION**

**COMM. SUBMITTAL** 7 General Descriptions of Proposal  
7 Sketch Plans showing general site layout

**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 colored 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  
1 Latham Water District Information Sheet

**3) PRELIMINARY FINAL**

**FIRST SUBMITTAL:** 6 Sets of plans (**folded to 8 1/2" x 14" or smaller, printed side out**)  
2 copies of the storm water pollution prevention plan and stormwater 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  
6 Letter describing changes made to address conditions of concept acceptance

**4) PRELIMINARY FINAL**

**RESUBMITTALS:** 5 Sets of plans (**folded to 8 1/2" x 14" or smaller, printed side out**)  
2 Copies of any revised engineering reports  
5 Copies of letter describing changes made to address comments on previous submittal

**5) FINAL APPROVAL**

**SUBMITTAL** 5 Sets Plans (**folded to 8 1/2" x 14" or smaller, printed side out**)

(If public sewer or water improvements are proposed, refer to supplemental submittal requirement sheets)

**MINOR APPLICATION**

**Change in Tenant or use; Addition and Site Change Under 10,000 sq. ft.;**  
**Renovation or Remodeling, Temporary Tents**

**SUBMITTAL:** 1 Approved Zoning Verification Form (Approved by Building Dept.)  
5 Site Plans (see checklist)  
**(folded to 8 1/2" x 14" or smaller, printed side out)**  
1 Floor Plan (if restaurant or barroom)  
1 Colored Architectural Elevation Plan (if addition or façade change)  
1 ea.: Original application signed by property owner  
Environmental Assessment Form  
Review Fee  
Site Photos

**ANNUAL APPROVAL FOR CHANGE IN TENANCY**

**Change in tenant per section 192-3G of the site plan review code**

**SUBMITTAL:** 1 Approved Zoning Verification Form (approved by Building Dept.)  
1 Original Application signed by property owner or agent  
5 Site Plans  
Review Fee

\* All Forms are available online at [www.colonie.org/pedd](http://www.colonie.org/pedd)

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January 2007