TOWN OF COLONIE

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

PUBLIC OPERATIONS CENTER
347 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-2289
PHONE (518) 783-2741 FAX (518) 783-2888
Planning Board Agenda (518) 783-1511

Approval # _____

MINOR SITE PLAN APPLICATION

An approved "Application for Zoning Verification" and all attachments thereto, including any approved plan, must be submitted with this form.

This form is to apply for site plan approvals from the Planning and Economic Development Department for proposals consisting of a change of tenant or a change in use; an addition, deletion or other site change affecting less than 10,000 square feet of the site; or the set up of a temporary tent.

ADDRESS OF SITE: _____ _____
Number Street Name Of Business/Tenant

APPLICANT*: _____

* Applicant must be either the owner of the property to be developed or used, or be a party with a purchase agreement for the property. A copy of the purchase agreement must be attached.

Address _____
Number Street City State Zip

Email:_____ PhoneNo. during business hours:_____ Fax #: _____

CONTACT PERSON: _____

Address _____
Number Street City State Zip

Email: _____ PhoneNo. during business hours: _____ Fax #: _____

NAME OF CURRENT PROPERTY OWNER: _____

Address _____
Number Street City State Zip

DESCRIPTION OF PROJECT:

Describe the proposed use in detail: # of employees _____; days & hours _____
Floor area to be used _____; # of parking spaces _____; Is new exterior lighting proposed? _____
Specific activities _____
_____
Will site be changed in any way? (addition, parking expansion, facade, etc.) _____
_____

If addition or site change:

Area of existing building _____ sq. ft. Area of Addition _____ sq. ft. Area of Pavement Increase _____ sq. ft.
Existing Parking Spaces _____ Proposed Total Parking Spaces _____ Proposed Total Green Space _____ %
Existing Total Green Space _____%

If change of tenant:

Name of previous tenant/business: _____
Describe the previous use in detail: # of employees _____, days & hours _____
Specific activities _____
_____

If a restaurant or barroom:

# of seats _____ Customer usable floor area _____ sq. ft.
Is live entertainment proposed? If so, what type? _____

If temporary tent:

Date(s) of proposed tent: _____
Purpose of proposed tent: _____ Set up and Removal Dates: _____

APPLICANT'S SIGNATURE*: _____

PRINT OR TYPE NAME SIGNED: _____ DATE: _____

* Applicant must be either the owner of the property to be developed or used, or be a party with a purchase agreement for the property. A copy of the purchase agreement must be attached.

OFFICIAL USE ONLY

Fee Amount: _____ Date Paid: _____ Receipt #: _____

___ **APPROVED** ___ **DENIED** pursuant to the decision of the Planning Board on _____
Approval shall be valid until _____

☐ Per Planning and Economic Development Department

☐ Per Planning Board Decision on _____

Signature of P.E.D.D. Official _____ Date _____