



Mary E. Brizzell
Town Supervisor

TOWN OF COLONIE

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

Public Operations Center
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TOWN OF COLONIE

MAJOR PLANNING BOARD SUBMITTAL PROCEDURE

For all new subdivision and commercial site proposals and major additions or expansions

Upon completing the meeting with the Development Coordination Committee (DCC), the Planning and Economic Development Department will accept submittals and review to ensure completeness before scheduling the proposal on the Planning Board Agenda, approximately nine (9) weeks from the date the Planning and Economic Development Department determines the submittal is complete. The agenda will be made available to the Planning Board at their meeting a week prior to the comments/recommendation from various involved Town departments as well as from other solicited agencies. A copy of these comments will also be provided to the design professional one week prior to the meeting.

In order to expedite reviews under this procedure, it is essential that only complete submittals be given to the Planning and Economic Development Department, including **one (1) original application form; twenty-five (25) copies of plans; twenty-five (25) copies of narrative descriptions; twenty-five (25) colored renderings, and supporting reports or other information and review fees as required.** All plans must be folded to an 8 ½” by 11”. All components of the submittal must contain all information required under the applicable Town Law, or regulation, and when available, Planning and Economic Development Department checklist.

If you should have any question in regard to the above, please contact the Planning and Economic Development Department at 783-2741 or pedd@colonie.org.

Forms and checklists are available online at www.colonie.org/pedd.