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TOWN OF COLONIE
MINOR PLANNING BOARD SUBMITTAL PROCEDURE
For all minor commercial site proposals

The Planning & Economic Development Department will review all submittals to ensure that they are complete and then place the project on the next available agenda. We anticipate in most cases, such reviews will be completed and the Board will be able to take action on the application at the initial presentation.

Projects which require Albany County Planning Board approval cannot be scheduled for review by the Town of Colonie Planning Board until after the County monthly meeting is held. (See Section 239 l-n of NY State General Municipal Law.)

In order to expedite reviews under this procedure, it is essential that only complete submittals be given to the PEDD, including **one (1) original application form; five (5) copies of plans; supporting reports or other information; site photographs; and review fees as required. All plans must be folded to an 8 1/2" x 14" or smaller format.** All components of the submittal must contain all information required under the applicable Town Law or regulation, and when available, PEDD checklist.

In order to expedite the Planning Board review process for all minor applications, a submittal may be made to the PEDD at the time an application for Zoning Verification is submitted to the Building Department. The submittal should include the application form, plans, review fee, and a copy of the Zoning Verification application as submitted to the Building Department. We will review the application and advise the applicant if additional information is required. When an approved Zoning Verification is received from the Building Department, the application will be processed.

If you should have any questions in regard to the above, please contact the Planning and Economic Development Department at 783-2741.