

**TOWN OF COLONIE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT  
SUBDIVISION SUBMITTAL REQUIREMENTS**

All submittals must be complete and accompanied by transmittal letter identifying the submittal as one of the seven types listed below. All submittal requirements listed are minimum. The Planning Board or Planning and Economic Development Department may request additional information.

**All plans except final approval submittal must be folded to 8 1/2" x 14" or smaller**

- 1) CONCEPT SUBMITTAL:      Approved Zoning Verification for Subdivision  
   25 Sets Plans  
   25 Narratives  
   1 Original Application  
   1 Environmental Assessment Form (long form if type I  
   action)  
   Review Fee  
   Site Photos
  
- 2) PRELIMINARY FINAL:      5 Sets Plans  
    (First Submittal)            2 Draft Sewer Reports with S.I.A. Map  
   2 Draft Water Reports, including District Extension Description  
   and Boundary Map where applicable  
   3 Draft Storm Water Management Report and Pollution Prevention  
   Plan  
   1 ea. Surveyor's & Applicant's Affidavits  
   2 ea. archeological assessment report for sites within  
   Areas shown on State map of significant areas  
   1 copy of proposed restrictive covenants or letter from  
   Applicant stating none will be applied
  
- 3) PRELIMINARY FINAL:      Plans and Reports as requested in comment letter  
    (Resubmittals)            on previous submittal  
   1 Letter describing changes made to address comments  
   on previous submittal
  
- 4) WATER DISTRICT            4 Full Sets Plans  
    EXTENSION SUBMITTAL    4 Final Water Reports  
    (if applicable)            4 Water District Extension Descriptions and Boundary  
   Maps  
   1 DOH-348 Application Form
  
- 5) PUBLIC HEARING            6 Full Sets Plans  
    SUBMITTAL:                10 Subdivision Plan Sheets  
   8 Grading Plan Sheets  
   7 Final Sewer Reports with S.I.A. Map  
   3 Final Water Reports, including District Extension  
   Description and Boundary Map where applicable  
   1 Final Storm Water Management Report and Pollution

Prevention Plan  
1 ea. County Health Applications with Fee  
1 Construction Time Estimate Sheet

- 5a) REVISED PUBLIC HEARING SUBMITTALS: If the Planning Board Approval with conditions requires any revisions to the documents submitted in the PUBLIC HEARING SUBMITTAL, the revised documents are to be submitted at this time.
- 5b) REVISED ALBANY COUNTY SUBMITTAL: If the Albany County Health Department comments require any Revisions to the plans, water report or sewer report, three (3) copies of the revised documents should be resubmitted to Planning and Economic Development Department. If any other documents must be revised, one (1) copy of the revised documents should be resubmitted to Planning and Economic Development Department
- 6) POST-HEARING SUBMITTAL  
1 ea. Unexecuted Original Street Deeds, Executed Original Easements, Boundary Maps, Real Property Transfer Gains Tax Affidavits, and Title Insurance Commitment  
1 executed Inspection Escrow Agreement with required insurance certificate and escrow check
- 7) FINAL APPROVAL SUBMITTAL:  
5 Mylar Prints of Subdivision Plan Sheet  
5 Paper Prints of Full Set of Plans  
4 Paper Prints of Subdivision Plan Sheet  
4 Paper Prints of Grading Plan Sheet  
1 Mylar Print of Grading Plan Sheet  
PLUS COPIES FOR APPLICANT'S USE