



Paula A. Mahan  
Town Supervisor

# TOWN OF COLONIE

## PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

Public Operations Center  
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Sean M. Maguire, AICP CEcD  
Director

### **OPEN DEVELOPMENT AREA PROCEDURE**

- An initial request for an ODA is submitted by the applicant to the Town Supervisor's Office (Cc: to PEDD & Town Attorney's Office).
- Town Board acts on resolution to refer request to the Planning Board for review and recommendation back to the Town Board.
- Town Attorney's Office forwards Town Board resolution the PEDD.
- ODA fee per PEDD Fee Schedule paid by the applicant prior to review.
- Applicant submits application package to the PEDD to coordinate inter department review (DPW, PWD, LWD, SWC, FPI, EMS, Police Com, Attorney's Office, Building Department & PEDD).
- Once all Departments have responded to the PEDD, the project is scheduled on the Planning Board agenda following public notification procedure\*, for review and recommendation on the ODA to the Town Board.
- Planning Board prepares recommendation and forwards to Town Board.
- Town Board schedules and holds a public meeting.
- Town Board reviews Planning Board recommendation and determines whether an ODA is appropriate.
- Applicant must meet conditions established by the Planning Board prior to the filing of the resolution and the creation of the ODA.
- If approved subdivision, site plan, SEAMAB, Floodplain applications may be submitted to PEDD as necessary.

\* All ODA requests in SFR and MFR zones are subject to public notice requirements. ODA requests in other zones are not subject to public notice. Refer to §190-133(A).

Rev. September 2021

**OPEN DEVELOPMENT AREA REVIEW CHECKLIST**

NAME OF PROPOSED PROJECT: \_\_\_\_\_

ADDRESS OF PROPOSED PROJECT: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

**A. ENVIRONMENTAL BACKGROUND:**

SEQR Classification: Type II \_\_\_: Unlisted \_\_\_: Type I \_\_\_: Exempt or excluded \_\_\_.

	yes	no
site affected by Wetlands	_____	_____
site affected by Flood Plain	_____	_____
site affected by Airport noise	_____	_____
height restrictions	_____	_____
site on National Register of Historic Places	_____	_____
site affected by other features of		
environmental significance	_____	_____
specify: _____		

**B. NARRATIVE DESCRIPTION (check if included)**

- summary of hardship to allow building not on improved street \_\_\_\_\_
- address of site \_\_\_\_\_
- name of applicant \_\_\_\_\_
- mailing address and phone number of applicant \_\_\_\_\_
- a general description of the area including the streets or  
rights-of-way bounding the area. \_\_\_\_\_
- year proposed lot was created with filing data and name of  
subdivision (if applicable) \_\_\_\_\_
- describe all existing and proposed utility and access easements  
the present zoning \_\_\_\_\_
- the current land use of the parcel \_\_\_\_\_
- a general description of land use surrounding the proposed  
area and comment on the impact of the proposed ODA on  
traffic and traffic flow and other Town facilities. \_\_\_\_\_
- aerial photograph of site 1"=100' to 1"=200' \_\_\_\_\_

**C. OPEN DEVELOPMENT AREA PLAN**

- scale 1" =50' or less \_\_\_\_\_
- small scale location map oriented same as plan \_\_\_\_\_
- existing buildings, other improvements \_\_\_\_\_
- existing utilities, \_\_\_\_\_
- existing vegetation \_\_\_\_\_
- existing drainage, other natural features \_\_\_\_\_
- adjacent land uses/property owners \_\_\_\_\_
- planimetric features within 50' of site \_\_\_\_\_
- existing/proposed easements with filing data \_\_\_\_\_
- boundary of both sides of any existing highway adjoining site \_\_\_\_\_
- north arrow \_\_\_\_\_
- stamp and signature of licensed land surveyor \_\_\_\_\_
- title block to include ODA name, scale, property owner, date,  
and record of work \_\_\_\_\_
- metes and bounds of the proposed ODA area \_\_\_\_\_
- all appropriate district lines (school, fire, sewer, water, municipal) \_\_\_\_\_
- existing site zoning, with applicable district boundaries \_\_\_\_\_

**D. ADDITIONAL INFORMATION**

- a notarized letter by the property owner(s) acknowledging the proposal \_\_\_\_\_
- a hold harmless agreement \_\_\_\_\_
- evidence of sufficient access and utility easement(s) \_\_\_\_\_

**E. SUBMISSION REQUIREMENTS (additional items may be needed as requested)**

- 1) PEDD Initial Submittal:
  - 12 plans (folded to 8 1/2" x 14" or smaller, print side out)
  - 12 narratives
  - a notarized letter by the property owner(s) acknowledging the proposal
  - evidence of sufficient access and utility easement(s)
  - a hold harmless agreement
  - \$1,500 review fee
- 2) Planning Board Hearing Submittal:
  - 10 plans (folded to 8 1/2" x 14" or smaller, print side out)
  - 10 narratives

**OFFICIAL USE ONLY**

Fee Amount: \$1,500.00 Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
 Signature of P.E.D.D. Official \_\_\_\_\_ Date \_\_\_\_\_