

TOWN OF COLONIE
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

Public Operations Center
347 Old Niskayuna Road
Latham, New York 12110-2289

—◆—
Telephone (518)783-2741
Fax (518)783-2888
Planning Board Agenda (518) 783-1511



CHECK LIST FOR REZONING

The Procedure for requesting a rezoning in Colonie is as follows:

1. Written request along with a map of property to the Town Board.
2. Town Board forwards request to the Planning Board.
3. Planning Board investigates request working closely with applicant's consultant and conducts SEQR review. Applicant will be required to prepare all study reports, etc. that are needed to review application.
4. Planning Board may hold informational hearing.
5. Planning Board prepares recommendation and forwards to Town Board.
6. Town Board schedules and holds a public hearing.
7. Town Board makes decision, if approved, files decision with State of New York.

REZONING REVIEW CHECKLIST

NAME OF PROPOSED PROJECT: _____

ADDRESS OF PROPOSED PROJECT: _____

NAME OF APPLICANT: _____

CONTACT PERSON: _____ PHONE NO: _____

- Date Submitted:

- Date Checked:

- Checked By:

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)

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.	_____
the total acreage of the area(s) to be rezoned.	_____
a general topographic description.	_____

predominant soil types. _____

the present zoning and the proposed zoning; the total
 number of land owners; the area of the total rezoning area
 owned by each owner; the names and addresses of
 proponents and whether they have an option, contract
 or actual title. _____

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 zoning on
 traffic and traffic flow (traffic comparison) and other Town
 facilities. _____

if the proposed zoning is to a residential category, analysis of
 impact on the school system, total anticipated school aged
 children, etc. _____

aerial photograph of site 1"=100' to 1"=200' _____

C. REZONING 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 100' of site _____

existing easements _____

boundary of both sides of any existing highway adjoining site _____

north arrow _____

stamp and signature of licensed land surveyor _____

title block to include rezoning name, scale, property owner, date,
 and record of work _____

metes and bounds of the proposed rezoning area _____

all appropriate district lines (school, fire, sewer, water, municipal) _____

existing/proposed site zoning, with applicable district boundaries _____

D. ADDITIONAL INFORMATION

metes and bounds description of the area to be rezoned _____

a notarized letter by the property owner(s) acknowledging the
proposed rezoning _____

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

1) Initial Submittal:

12 plans (folded to 8 1/2" x 14" or smaller, printside out)

12 narratives

3 aerial photos (copies of photos are not acceptable)

3 metes and bounds description

1 letter of rezoning request

1 letter by property owner

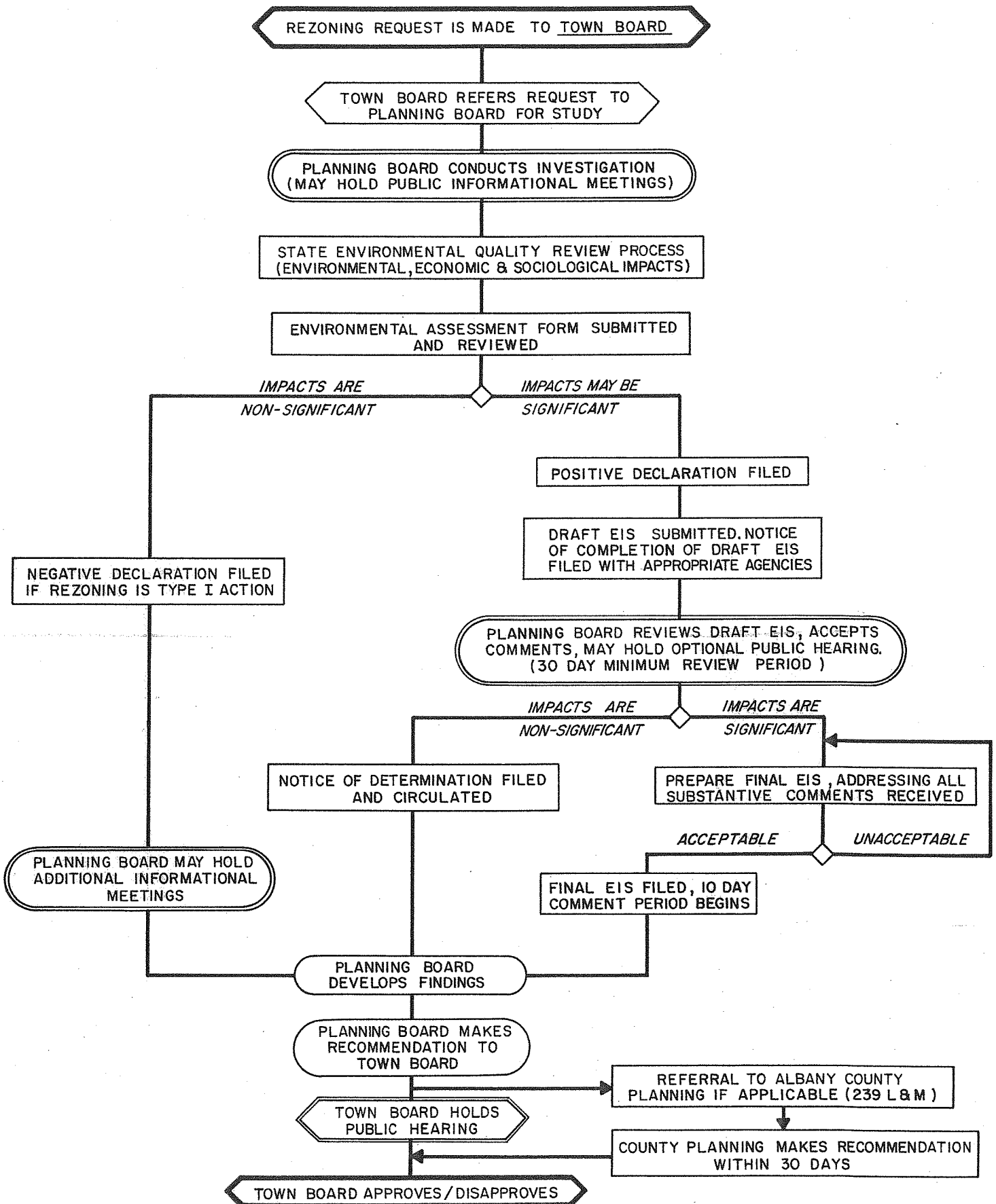
1 review fee

2) Public Hearing Submittal:

10 plans (folded to 8 1/2" x 14" or smaller, printside out)

10 narratives

REZONING PROCEDURE FOR THE TOWN OF COLONIE



Denotes Opportunity For Public Involvement