

TOWN OF COLONIE PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

MINOR SUBDIVISION SUBMITTAL REQUIREMENTS

All submittals must be complete and accompanied by a transmittal letter. Forms and checklists are available online at www.colonie.org/pedd. All submittal requirements listed are minimum. The Planning and Economic Development Department may request additional information.

- INITIAL SUBMITTAL:**
- 1 Original application signed by property owner
 - 1 Approved Zoning Verification Form (Approved by Building Dept.)
 - 8 Subdivision Plans (see Subdivision Review Checklist*)
 - 8 copies of narrative description (see Subdivision Review Checklist)
 - 1 ea.: Storm Water Management Report (if over 1 acre of disturbance)
 - Environmental Assessment Form
 - Review Fee
 - Owner's and Surveyor's Affidavits
 - Site Photos
- RESUBMITTAL:**
- 5 Subdivision Plans revised as requested in comment letter on previous submittal
(folded to 8 1/2" x 11" or smaller, printed side out)
 - 5 copies of letter describing changes made to address comments
 - Any other information as requested in comment letter
- FINAL APPROVAL SUBMITTAL:**
- 1 MYLAR (PLAN SHEET ONLY) - **(ROLLED)**
 - 2 PAPER (PLAN SHEET ONLY) - **(ROLLED)**
 - 1 MYLAR GRADING - **(ROLLED)**
 - 1 PAPER GRADING - **(ROLLED)**
 - 4 PAPER (PLAN SHEET ONLY) - **(FOLDED)**
 - 7 PAPER (FULL SETS) UNBOUND-EACH SHEET **FOLDED** INDIVIDUALLY
 - 1 CD – EACH PLAN IN ITS OWN PDF

*Per the checklist, subdivision plans must be 22" x 34" or 30" x 42," folded to 8.5" x 11."