



Paula A. Mahan  
Town Supervisor

# TOWN OF COLONIE

## Significant Environmental Areas Management Appeals Board

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

—◆—  
Telephone (518)783-2741  
Fax (518)783-2888  
[www.colonie.org/pedd](http://www.colonie.org/pedd)

Richard Thimble, PE  
Chairman

Allegra Edelman, Esq.  
Counsel

### SIGNIFICANT ENVIRONMENTAL AREAS MANAGEMENT APPEALS BOARD (SEAMAB)

Complete submittals to the Significant Environmental Area Management Appeals Board (SEAMAB), for all variances from the Town's Watercourse Area Management Local Law must be received by the Planning and Economic Development Department (PEDD) by noon of the Wednesday two weeks prior to the scheduled date of the SEAMAB meeting at which the Public Hearing will be held (the SEAMAB monthly meeting).

The PEDD will review all submittals to ensure that they are complete before placing them on the agenda. In order to expedite the process, it is essential that only complete submittals be given to PEDD, including ten (10) copies of the plan showing the proposed project (see checklist); ten (10) copies of the narrative description (see checklist); photographs of the site; supporting reports and other information that has been requested by staff, the SEAMAB or both; and the review fee (see PEDD site review fee schedule). All plans must clearly show and highlight the protected watercourse, the limits of the protected watercourse buffer area and the extent of disturbance into the watercourse buffer area. Plans must be folded in an 8 ½ x 14" or smaller format.

The applicant is also responsible for compliance with the SEAMAB's Notification Requirements (see attached) and will receive the necessary material from the PEDD when the application has been determined complete and the Public Hearing date has been set.

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



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## **NOTICE**

### **PURPOSE:**

It is the intent of the Town of Colonie Significant Environmental Areas Management Appeals Board (SEAMAB) to provide adequate notice to the property owners of the Town of Colonie whenever a project may appear before the SEAMAB so those persons may have adequate time to prepare for any public hearings regarding such project, review the impacts of said project and provide constructive comment to the SEAMAB.

### **NOTICE OF HEARINGS:**

Proper notice shall be the responsibility of the applicant submitting the subject proposal to the Town of Colonie SEAMAB. The applicant must provide notice, using the approved letter form, to all owners of property located within two hundred (200) feet of the boundaries of the parcel upon which the proposal is to be developed. Notice shall be given by:

1. Mailing the notice of the hearing; or
2. Hand delivering said notice to the property owner/resident/occupant; and
3. Placing one placard along each one hundred feet of the front lot line of the subject parcel abutting a paved roadway. If the subject parcel does not abut a paved roadway, two placards shall be placed at the closest paved roadway providing access to the site.
4. In such a manner which the Town of Colonie Planning and Economic Development Department may indicate.

### **TIMING OF NOTICES:**

Notice should be provided so as to afford the interested party as least one week's notice of the pending hearing date.

### **FAILURE TO NOTIFY:**

If the applicant, after making a good faith effort is unable to notify a property owner or owners then the applicant may provide proof of such good faith effort to the Planning and Economic Development Department. If it is determined that the applicant has not complied with the aforesaid procedures or the spirit and intent of these provisions, the SEAMAB may refuse to hear the applicant's proposal until the applicant complies with the said requirements.