

## TOWN OF COLONIE PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

PUBLIC OPERATIONS CENTER
347 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-2289
PHONE (518) 783-2741 FAX (518) 783-2888
Planning Board Agenda (518) 783-1511

| Approvai # |
|------------|
|            |
|            |
|            |
|            |
|            |
|            |
|            |
|            |
|            |
|            |

## CHANGE IN TENANT/CHANGE IN USE/TEMPORARY TENT APPLICATION

An approved "Application for Zoning Verification" and all attachments thereto, including any approved plan, must be submitted with this form.

This form is to apply for site plan approvals from the Planning and Economic Development Department for proposals consisting of a change of tenant or a change in use; or the set up of a temporary tent. ADDRESS OF SITE: \_\_ Street Name of Business/Tenant: \_\_\_\_ APPLICANT'S NAME\* Date Address \_\_\_\_ City Number Street Fax #: \_\_\_\_\_ \_\_\_\_\_Email: \_\_\_\_\_ APPLICANT'S SIGNATURE\* PRINT OR TYPE NAME SIGNED \* Applicant must be either the owner of the property to be developed or used, or be a party with a purchase agreement for the property. A copy of the purchase agreement must be attached. CONTACT PERSON: \_\_\_ Number Street City \_\_ Fax #: \_\_\_\_ \_\_\_\_\_ Email: \_\_\_\_ PhoneNo: \_ DESCRIPTION OF PROJECT: Describe the proposed use in detail: # of employees \_\_\_\_\_\_; Floor area to be used \_\_\_\_ Days & hours of operation ; # of parking spaces Specific activities of proposed use \_\_\_\_ Will site or building exterior be changed in any way? (addition, parking expansion, facade, lighting, etc.) If change of tenant: Name of previous tenant/business: \_\_\_ Specific activities of previous use If a restaurant or barroom: If live and/or outdoor entertainment is proposed, what type? # of seats \_\_\_\_\_ If temporary tent: Set up and Removal Dates: \_\_\_ Purpose of proposed tent: OFFICIAL USE ONLY \_\_ Date Paid: \_\_\_\_ Check #: \_\_\_\_\_ Cash \_\_\_\_ \_\_\_\_ DENIED APPROVED CONDITIONALLY APPROVED (Per attached letter) Per Planning and Economic Development Department Per Planning Board Decision on \_\_\_\_\_ Signature of P.E.D.D. Official \_\_\_\_\_ Date \_\_\_\_ Approval shall be valid until \_\_\_ Sitework must be completed prior to the Planning and Economic Development Department's sign off for C.O.

Sitework is complete - Planning and Economic Development Department has no objection to issuance of C.O.