

**TOWN OF COLONIE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
SITE PLAN REVIEW SUBMITTAL REQUIREMENTS**

All Submittal Requirements Listed Are Minimum – See Checklists

Forms and checklists are available online at www.colonie.org/pedd.

All Submittals Must Be Complete and Accompanied By Transmittal Letter

The Planning Board or Planning & Economic Development Department May Request Additional Information

REDEVELOPMENT

Redevelopment on parcels less than 1 acre

- 1) **DCC:**
- 11 General Descriptions of Proposal
 - 11 Sketch Plans showing general site layout
(INDIVIDUALLY folded to 8-1/2" x 11" – DO NOT BIND)
 - 1 USB, CD or DVD with digital files – Each plan in its own PDF
- 2) **FIRST SUBMITTAL**
- PRELIMINARY FINAL:**
- 1 Approved Zoning Verification Form (Approved by Building Dept.)
 - 20 Site Analysis Plans
(INDIVIDUALLY folded to 8-1/2" x 11" – DO NOT BIND)
 - 20 Preliminary Final Plans
(INDIVIDUALLY folded to 8-1/2" x 11" – DO NOT BIND)
 - 20 Floor Plans and Architectural Elevation Plans
(INDIVIDUALLY folded to 8-1/2" x 11" – DO NOT BIND)
 - 20 Narratives (see checklist)
 - 20 Letters describing changes made to address DCC review comments
 - 1 Original Application signed by property owner
 - 1 Copy of purchase contract (if applicant is not property owner)
 - 1 Environmental Assessment Form (long form if type I action or new construction)
 - 1 USB, CD or DVD with digital files – Each plan in its own PDF
 - 1 Professional Certification Form
 - 1 Draft easement description and boundry map (if applicable)
 - 1 Application for easement encroachment (if applicable)
 - Review Fee
 - 2 copies of the storm water management report
 - 2 copies engineering reports and supporting documentation as needed
 - 2 copies cultural resource report (for projects located within the NYSOPRHP map of archeological sensitive areas)
- 3) **PRELIMINARY FINAL**
- RESUBMITTALS:**
- Plans and reports as requested in comment letter on previous submittal
(INDIVIDUALLY folded to 8-1/2" x 11" – DO NOT BIND)
 - 1 USB, CD or DVD with digital files – Each plan in its own PDF
 - 1 Letter describing changes made to address comments on previous submittal

MINOR

Addition or Site Change Affecting Less than 10,000 sq. ft.

- REVIEW**
- SUBMITTAL:**
- 1 Approved Zoning Verification Form (Approved by Building Dept.)
 - 8 Site Plans
(INDIVIDUALLY folded to 8-1/2" x 11" – DO NOT BIND)
 - 8 Narratives
 - 8 Floor Plan (for building additions only)
 - 8 Architectural Elevation drawings (for building additions or façade changes)
 - 1 Original application signed by property owner
 - 1 Environmental Assessment Form
 - 1 Professional Certification Form (for building additions & site work only)
 - 1 Draft easement description and boundry map (if applicable)
 - 1 Application for easement encroachment (if applicable)
 - 1 USB, CD or DVD with digital files – Each plan in its own PDF
 - Review Fee

CHANGE IN TENANT/CHANGE IN USE/TEMPORARY TENT

- REVIEW**
- SUBMITTAL:**
- 1 Approved Zoning Verification Form (approved by Building Dept.)
 - 1 Original Application signed by property owner or agent
 - 1 Completed Environmental Assessment Form (for change in use only)
 - Review Fee
 - 3 Copies of site plan **(INDIVIDUALLY folded to 8-1/2" x 11" – DO NOT BIND)**
 - 1 USB, CD or DVD with digital files – Each plan in its own PDF