

**TOWN OF COLONIE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT  
MAJOR SUBDIVISION SUBMITTAL REQUIREMENTS**

Submittals must address all elements listed in the *Subdivision Review Checklist (for Major Applications)* and be accompanied by a transmittal letter. Forms and checklists are available at [www.colonie.org/pedd](http://www.colonie.org/pedd).

The submittal requirements listed below are minimums. The Planning Board or Planning and Economic Development Department (PEDD) may request additional information.

**All plans except final approval (see below) must be folded INDIVIDUALLY to 8 1/2" x 11" - DO NOT BIND**

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| 1) DCC:   | <ul style="list-style-type: none"> <li>1 copy of Unapproved Zoning Verification Form (Submitted to Building Dept.)</li> <li>11 General Descriptions of Proposal</li> <li>11 Sketch Plans showing general site layout (see checklist)</li> <li>1 CD – Each plan in its own PDF</li> <li>Initial escrow deposit of \$2,500 (town-designated engineer, notices, transcripts)</li> <li>Review Fee</li> </ul>   |
| 2) CONCEPT SUBMITTAL:<br>(Initial Submission)               | <ul style="list-style-type: none"> <li><u>Approved</u> Zoning Verification for Subdivision</li> <li>1 Letter describing changes made to address DCC review comments</li> <li>1 Narrative (see checklist)</li> <li>1 Set of Plans (include Landscaping Plan and other requirements per checklist)</li> <li>1 Original Application</li> <li>1 Environmental Assessment Form (long form if type I action)</li> <li>2 Stormwater Practice Feasibility Study reports</li> <li>Review Fee</li> </ul>   |
| (Once Deemed Complete<br>by PEDD)                           | <ul style="list-style-type: none"> <li>25 Letters describing changes made to address DCC review comments</li> <li>25 Narratives</li> <li>25 Sets of Plans, including landscaping (see checklist)</li> <li>1 CD – Each plan in its own PDF</li> </ul>   |
| 3) 1 <sup>st</sup> PRELIMINARY:                             | <ul style="list-style-type: none"> <li>9 Letters describing changes made to address conditions of concept acceptance</li> <li>9 Full Sets Plans (see checklist)</li> <li>2 Draft Sewer Reports with S.I.A. Map</li> <li>2 Draft Water Reports, incl. District Extension Description &amp; Boundary Map, as applicable</li> <li>2 SWPPP and Management Reports - bound but not stapled</li> <li>2 Archeological Assessment Reports for sites on State map of significant areas</li> <li>1 ea. Surveyor's &amp; Applicant's Affidavits</li> <li>1 copy of proposed restrictive covenants or letter from applicant stating none will be applied</li> <li>1 CD – Each plan in its own PDF</li> </ul> |
| 4) PRELIMINARY FINAL:<br>(Resubmittals)                     | <ul style="list-style-type: none"> <li>Plans and Reports as requested in comment letter on previous submittal</li> <li>1 Letter describing changes made to address comments on previous submittal</li> <li>Review Fee</li> </ul>   |
| 5) WATER DISTRICT<br>EXTENSION SUBMITTAL<br>(if applicable) | <ul style="list-style-type: none"> <li>4 Full Sets of Plans</li> <li>4 Final Water Reports</li> <li>4 Water District Extension Descriptions and Boundary Maps</li> <li>1 DOH-348 Application Form</li> <li>1 CD – Each plan in its own PDF</li> </ul>  |
| 6) PUBLIC HEARING<br>SUBMITTAL:                             | <ul style="list-style-type: none"> <li>10 Subdivision Plan Sheets</li> <li>8 Grading Plan Sheets</li> <li>7 Full Sets of Plans</li> <li>7 Final Sewer Reports with S.I.A. Map</li> <li>2 Final Water Reports, incl. District Extension Description &amp; Boundary Map, as applicable</li> <li>2 Final SWPPP and Management Reports - bound but not stapled</li> <li>1 County Health Application with Fee</li> <li>1 Construction Time Estimate Sheet</li> </ul>  |
| 7a) REVISED PUBLIC<br>HEARING SUBMITTALS:                   | Submit revised documents if required as a condition of Planning Board Approval.  |
| 7b) REVISED ALBANY<br>COUNTY SUBMITTAL:                     | If the Albany County Health Department requires revisions to the plans, water report or sewer report, submit three (3) copies to the Planning and Economic Development Department (PEDD). If any other documents must be revised, submit one (1) copy to PEDD.   |
| 8) POST-HEARING<br>SUBMITTAL                                | <ul style="list-style-type: none"> <li>1 ea. Unexecuted Original Street Deeds, Executed Original Easements, Boundary Maps, Real Property Transfer Gains Tax Affidavits, Title Insurance Commitment, and TP584 and RP5217 forms</li> <li>1 Executed Inspection Escrow Agreement with required insurance certificate &amp; escrow check</li> </ul>   |
| 9) FINAL APPROVAL<br>SUBMITTAL<br>(INCLUDES ACHD)           | <ul style="list-style-type: none"> <li>2 MYLAR (PLAN SHEET ONLY) - <b>(ROLLED)</b></li> <li>1 MYLAR GRADING - <b>(ROLLED)</b></li> <li>2 PAPER (PLAN SHEET ONLY) – <b>(ROLLED)</b></li> <li>1 PAPER GRADING – <b>(ROLLED)</b></li> <li>5 PAPER (FULL SETS) – <b>(ROLLED)</b></li> <li>4 PAPER (PLAN SHEET ONLY) – <b>(FOLDED)</b></li> <li>2 PAPER GRADING – <b>(FOLDED)</b></li> <li>6 PAPER (FULL SETS) – (UNBOUND-EACH SHEET <b>FOLDED</b> INDIVIDUALLY)</li> <li>1 CD – EACH PLAN IN ITS OWN PDF</li> </ul>  |