



Peter G. Crummev  
Town Supervisor

# Commercial Zoning Verification

Town of Colonie Building and Fire Services Department  
Public Operations Center, 347 Old Niskayuna Road  
Latham, New York 12110

Phone (518) 783-2706

www.colonie.org/departments/building

**THIS APPLICATION IS FOR ZONING VERIFICATION FOR ANY COMMERCIAL PROJECT  
FEES ARE DUE AT THE TIME OF APPLICATION  
THIS FORM WILL BE ON FILE FOR 1 YEAR**

Any proposal which requires a Town of Colonie Building and Zoning Permit or an approval issued by the Town of Colonie Planning Board/Department must first be reviewed by the zoning enforcement officer of the Town of Colonie to determine whether the proposal violates any provision(s) of the Town of Colonie Zoning Laws. The Officer's determination is based solely upon the information submitted on/with this form and such determination is subject to review and change if the project is modified or further information becomes available at a subsequent date. The officer reserves the right to request further information as deemed necessary. A disapproval of the application by the zoning officer means the project, as designed, cannot proceed for the reasons provided. If you the applicant disagree with the zoning officer's determination you may appeal said determination to the Town of Colonie Zoning Board of Appeals. A new Application for Zoning Verification may need to be submitted if the applicable zoning laws change before the proposed action is completed.

**NOTE: IF OWNER IS NOT THE SIGNEE, THE SIGNEE SWEARS THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER AND THAT THE SIGNEE IS AUTHORIZED TO MAKE SUCH APPLICATION.**

**1. GENERAL INFORMATION:**

CASE #Z \_\_\_\_\_

Address of site of proposed action:

Number Street City State Zip

Name of applicant \_\_\_\_\_

Address Number Street City State Zip

Applicant's phone (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address \_\_\_\_\_

Contact person \_\_\_\_\_

Email Address \_\_\_\_\_

Phone number (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Property owner(s) \_\_\_\_\_

Address Number Street City State Zip

**2. Describe the present use of the building and property. (If vacant, so note and list last prior use & tenant).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. APPLICANT'S PROPOSED ACTION:**

**A. Is the proposed action a:**

- New building     Addition     Renovation     Accessory Structure     Other
- New tenant (business name) \_\_\_\_\_  (Including Alterations)     (No Work)
- Change of use (new use) \_\_\_\_\_
- Temporary tent (Date tent will be erected) \_\_\_\_\_ (Date tent will be removed) \_\_\_\_\_
- Site change or other (describe below) \_\_\_\_\_

**B. Proposed use (check where applicable):**

- Office     Warehouse / Storage     Motor Vehicle Repair Shop     Supermarket     Massage
- Bank     Fast Food Establishment     Motor Vehicle Service Station     Wholesale     Messieur
- Retail     Restaurant / Bar     Motor Vehicle Sales     Industrial     Police Handout
- Bakery     Convenience Food Store     Mini Mart     Day Care Child/Adult     Ownership
- Hotel     Personal Service Business     Multifamily Dwelling     Nightclub     Change
- School     Wireless Telecom Facility     Place of Worship     Other

**C. DESCRIBED THE PROPOSED USE IN DETAIL IN A COMPLETE DESCRIPTIVE NARRATIVE.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Parcel is located in a \_\_\_\_\_ zoning district (refer to Town of Colonie Zoning Map)

5. SITE INFORMATION: IF THE APPLICANT PROPOSES ONLY A TENANT CHANGE, THIS SECTION MAY NOT BE REQUIRED TO BE COMPLETED. HOWEVER, THIS SECTION MUST BE COMPLETED AND TWO (2) COPIES OF THE PROPOSED SITE PLAN MUST BE SUBMITTED FOR ANY PROPOSAL WHICH INCLUDES A CHANGE OF USE, TEMPORARY TENT, ADDITION, ACCESSORY STRUCTURE OR NEW BUILDING.

A. TEMPORARY TENT: Plan may be hand drawn by the applicant and must depict the existing structure(s), if any, the proposed structure/tent, the lot layout, and all new and existing building setbacks.

B. MAJOR/MINOR OR NONCONFORMING COMMERCIAL SITE OR USE: Plan must be drawn by a licensed N.Y.S. engineer, architect, surveyor or landscape architect and have upon it; the address of the property, all easements, area of the parcel, abutting public highways, frontage of the lot on public highway, all building setback dimensions, the proposed structure, parking, building heights, and all zoning districts within 300 feet of the site. In OR, COR, HCOR and NCOR zoning districts, the site plan must show existing buildings and front yard setback dimensions for abutting properties on each side.

NOTE: MAJOR/MINOR/NONCONFORMING USE Site Development Proposals are defined in the Town of Colonie Land Use Law Section 190-11(A)(B).

C. Area of Property: \_\_\_\_\_ acres and \_\_\_\_\_ square feet Lot Size width \_\_\_\_\_ depth \_\_\_\_\_
Length of property on a developed street \_\_\_\_\_ feet
Is this a corner lot? Yes \_\_\_\_\_ No \_\_\_\_\_ Frontage on each street \_\_\_\_\_ ft. \_\_\_\_\_ ft.
Is this a through lot? Yes \_\_\_\_\_ No \_\_\_\_\_ Frontage on each street \_\_\_\_\_ ft. \_\_\_\_\_ ft.

Building setbacks: Existing Proposed Existing Proposed
Front yard \_\_\_\_\_ ft. \_\_\_\_\_ ft. Right side yard \_\_\_\_\_ ft. \_\_\_\_\_ ft.
Rear/Front yard \_\_\_\_\_ ft. \_\_\_\_\_ ft. Left side yard \_\_\_\_\_ ft. \_\_\_\_\_ ft.

Existing Building Height (at peak) \_\_\_\_\_ ft. \_\_\_\_\_ stories New Building Size: Length \_\_\_\_\_ ft. Width \_\_\_\_\_ ft.
Proposed Building Height (at peak) \_\_\_\_\_ ft. \_\_\_\_\_ stories Density Sq. Ft. per acre \_\_\_\_\_ Units per acre \_\_\_\_\_

Gross floor area: existing \_\_\_\_\_ sq. ft. proposed \_\_\_\_\_ sq. ft. total \_\_\_\_\_ sq. ft.

6. SIGNATURE OF APPLICANT \_\_\_\_\_
PRINTED OR TYPED APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_

If DISAPPROVED "Such appeal shall be taken within sixty days after the filing in the town clerk's office of any order, requirement, decision, interpretation or determination of the administrative official charged with the enforcement of such ordinance or local law, from which the appeal is taken".

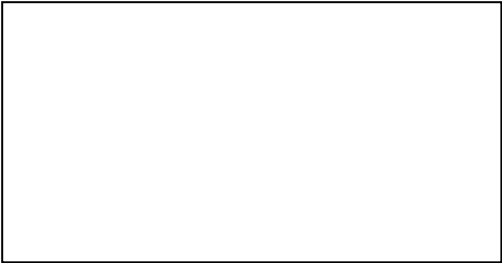
XXXXXXXXXXXXXXXXXXXXXXXXXXXX FOR OFFICIAL USE ONLY XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

I, \_\_\_\_\_ zoning officer of the Town of Colonie do hereby find that the proposed action as described above and any attachments hereto,

IS IN ACCORDANCE \_\_\_\_\_ APPROVED DATE \_\_\_\_\_
SIGNATURE OF ZONING OFFICER

IS NOT IN ACCORDANCE \_\_\_\_\_ DISAPPROVED DATE \_\_\_\_\_
SIGNATURE OF ZONING OFFICER

with Chapter 190 of the Colonie Land Use Law that is effective as of this date.



TO THE APPLICANT: THIS IS NOT A BUILDING AND ZONING PERMIT. IF YOU WISH TO PROCEED, PLEASE SUBMIT AN APPLICATION FOR THE FOLLOWING:

- [ ] BUILDING AND ZONING PERMIT APPLICATION (Building Department)
[ ] APPLICATION FOR ZONING VARIANCE OR INTERPRETATION (Building Department)
[ ] APPLICATION FOR PLANNING DEPT. APPROVAL (Planning and Economic Development)
[ ] SPECIAL USE PERMIT USE \_\_\_\_\_

Variance/SUP granted on property \_\_\_\_\_ Yes [ ] No [ ] Parcel in/near a wetland Yes [ ] No [ ]
Variance # \_\_\_\_\_ Parcel in/near a flood plain Yes [ ] No [ ]
Is existing use nonconforming Yes [ ] No [ ] Watercourse on/near the property Yes [ ] No [ ]

YES NO VIOLATION - CHAPTER 190-118 (BUILDING PERMITS REQUIRED)
CONSTRUCTION STARTED WITHOUT OBTAINING BUILDING AND ZONING PERMIT

[ ] [ ]

Major Zoning Verification \$205 [ ] Fee Paid \_\_\_\_\_
Minor Zoning Verification \$105 [ ] Fee Paid \_\_\_\_\_
Other Zoning Verification \$ 55 [ ] Fee Paid \_\_\_\_\_

All fees are non-refundable