

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

All Submittal Requirements Listed Are Minimum

Forms and checklists are available online at [www.colonie.org/pedd](http://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:**
- 1 Approved or Denied Zoning Verification Form (optional)
  - 11 General Descriptions of Proposal
  - 11 Sketch Plans showing general site layout (see checklist)
  - 1 CD – Each plan in its own PDF
- 2) FIRST SUBMITTAL**
- 1 Approved Zoning Verification Form (Approved by Building Dept.)
- PRELIMINARY FINAL:**
- 20 Site Analysis Plans (see checklist)  
**(folded to 8-1/2" x 14" or smaller, printed side out)**
  - 20 Preliminary Final Plans (see checklist)  
**(folded to 8-1/2" x 14" or smaller, printed side out)**
  - 20 Floor Plans and Architectural Elevation Plans (see checklist)
  - 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 Latham Water District Information Sheet
  - 1 CD – 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
  - Site Photos
  - 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  
**(folded to 8 1/2" x 14" or smaller, printed side out)**
  - 1 CD – Each plan in its own PDF
  - 1 Letter describing changes made to address comments on previous submittal

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**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 (see checklist) **(folded to 8 1/2" x 14" or smaller, printed side out)**
  - 8 Narratives (see checklist)
  - 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 Latham Water District Information Sheet
  - 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)
  - Review Fee
  - Site Photos

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**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 **(folded to 8 1/2" x 14" or smaller, printed side out)**