

TOWN OF COLONIE PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

MINOR SUBDIVISION SUBMITTAL REQUIREMENTS

All submittals must be complete and accompanied by a transmittal letter. Forms and checklists are available online at www.colonie.org/pedd. All submittal requirements listed are minimum. The Planning and Economic Development Department may request additional information.

- INITIAL SUBMITTAL:**
- 1 Original application signed by property owner
 - 1 Approved Zoning Verification Form (Approved by Building Dept.)
 - 8 Subdivision Plans (see checklist)
 - 8 copies of narrative description (see checklist)
 - 1 ea.: Storm Water management Report
 - Environmental Assessment Form
 - Review Fee
 - Owner's and Surveyor's Affidavits
 - Site Photos
- RESUBMITTAL:**
- 5 Subdivision Plans revised as requested in comment letter on previous submittal
(folded to 8 1/2" x 11" or smaller, printed side out)
 - 5 copies of letter describing changes made to address comments
 - Any other information as requested in comment letter
- FINAL APPROVAL SUBMITTAL:**
- 4 Mylar prints of subdivision plan (ROLLED)
 - 1 Mylar print of grading plan (ROLLED)
 - 2 Paper of plan sheet only (ROLLED)
 - 6 Paper of plan sheet only (FOLDED)
 - 2 Paper of grading sheet only (ROLLED)
 - 3 Paper of grading sheet only (FOLDED)
 - 5 Paper FULL sets of plans (UNBOUND FOLDED EACH SHEET)
 - 1 CD – Each plan sheet on its own PDF