

TOWN OF COLONIE PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

SUBDIVISION AMENDMENT 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 Approved Zoning Verification Form (Approved by Building Dept.)
 - 8 Subdivision Plans (see checklist)
(folded to 8 1/2" x 11" or smaller, printed side out)
 - 8 copies of narrative description (see checklist)
 - 1 ea.: Original application signed by property owner
 - 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**
- 4 mylar prints of subdivision plan – ROLLED
 - 2 paper prints of subdivision plan – ROLLED
 - 9 paper prints of subdivision plan – FOLDED
 - 1 CD – Each plan sheet as its own PDF