

**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.

All Submittals Must Be Complete and Accompanied By Transmittal Letter

The Planning Board or Planning & Economic Development Department May Request Additional Information

MAJOR

**New Buildings, Additions or Site Changes with greater than
10,000 sq. ft. of site disturbance, Redevelopment on parcels greater 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) (**folded to 8-1/2" x 14" or smaller, printed side out**)
 - 1 CD – Each plan in its own PDF
 - Town Designated Engineer initial escrow deposit \$2,500 with completed W-9 Form

- 2) **SKETCH:**
 - 11 General Descriptions of Proposal
 - 11 Sketch Plans showing general site layout (see checklist) (**folded to 8-1/2" x 14" or smaller, printed side out**)
 - 1 CD – Each plan in its own PDF

- 3) **CONCEPT:**
 - 1 Approved Zoning Verification Form (Approved by Building Dept.)
 - 25 Site Analysis Plans (see checklist) (**folded to 8-1/2" x 14" or smaller, printed side out**)
 - 25 Concept Plans (see checklist) (**folded to 8-1/2" x 14" or smaller, printed side out**)
 - 25 Floor Plans and Architectural Elevation Plans (see checklist)
 - 25 Narratives (see checklist)
 - 25 Letters describing changes made to address DCC sketch review comments
 - 2 Storm water practice feasibility study report (greater than 1 acre of disturbance)
 - 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
 - Review Fee
 - Site Photos

- 4) **FIRST SUBMITTAL**
 - 5 Sets Plans (**folded to 8 1/2" x 14" or smaller, printed side out**)

PRELIMINARY FINAL:

 - 1 CD – Each plan in its own PDF
 - 2 Copies of the SWPPP and management report - **bound but not stapled**
 - 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)
 - 1 Professional Certification Form
 - 1 Letter describing changes made to address comments on previous submittal

- 5) **SECOND SUBMITTAL**
 - 7 Sets Plans (**folded to 8 1/2" x 14" or smaller, printed side out**)

PRELIMINARY FINAL:

 - 1 CD – Each plan in its own PDF
 - 2 Copies of the SWPPP and management report - **bound but not stapled**
 - 2 Copies engineering reports and supporting documentation as needed
 - 1 Application for easement encroachment (if applicable)
 - 1 Draft easement description and boundary map (if applicable)
 - 1 Letter describing changes made to address comments on previous submittal

- 6) **PRELIMINARY FINAL**
 - Plans and reports as requested in comment letter on previous submittal

RESUBMITTALS:

 - (**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