

**TOWN OF COLONIE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT  
MAJOR 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](http://www.colonie.org/pedd). All submittal requirements listed are minimum. The Planning Board or Planning and Economic Development Department may request additional information.

**All plans except final approval submittal must be folded to 8 1/2" x 11" or smaller**

- 1) DCC: 1 Unapproved Zoning Verification Form (Submitted to Building Dept.)  
11 General Descriptions of Proposal  
11 Sketch Plans showing general site layout (see checklist)  
1 CD – Each plan in its own PDF  
Town Designated Engineer initial escrow deposit \$2,500
- 2) CONCEPT SUBMITTAL: Approved Zoning Verification for Subdivision  
25 Sets Plans (see checklist)  
25 Narratives (see checklist)  
2 Storm water practice feasibility study report  
1 Original Application  
1 Environmental Assessment Form (long form if type I action)  
1 Letter describing changes made to address DCC review comments  
1 CD – Each plan in its own PDF  
Review Fee
- 3) PRELIMINARY FINAL:  
(First Submittal) 8 Full Sets Plans (see checklist)  
1 CD – Each plan in its own PDF  
8 Letters describing changes made to address conditions of concept acceptance  
3 Draft Sewer Reports with S.I.A. Map  
3 Draft Water Reports, including District Extension Description  
and Boundary Map where applicable  
3 SWPPP and management reports - bound but not stapled  
1 ea. Surveyor's & Applicant's Affidavits  
2 ea. archeological assessment report for sites within areas  
shown on State map of significant areas  
1 copy of proposed restrictive covenants or letter from applicant  
stating none will be applied
- 4) PRELIMINARY FINAL:  
(Resubmittals) Plans and Reports as requested in comment letter on previous submittal  
1 Letter describing changes made to address comments on previous submittal
- 5) WATER DISTRICT  
EXTENSION SUBMITTAL  
(if applicable) 4 Full Sets Plans  
1 CD – Each plan in its own PDF  
4 Final Water Reports  
4 Water District Extension Descriptions and Boundary Maps  
1 DOH-348 Application Form
- 6) PUBLIC HEARING  
SUBMITTAL: 7 Full Sets Plans  
10 Subdivision Plan Sheets  
8 Grading Plan Sheets  
7 Final Sewer Reports with S.I.A. Map  
2 Final Water Reports, including District Extension Description  
and Boundary Map where applicable  
2 Final SWPPP and management reports - bound but not stapled  
1 ea. County Health Applications with Fee  
1 Construction Time Estimate Sheet
- 7a) REVISED PUBLIC  
HEARING SUBMITTALS: If the Planning Board Approval with conditions requires any revisions to the  
documents submitted in the PUBLIC HEARING SUBMITTAL, the  
revised documents are to be submitted at this time.
- 7b) REVISED ALBANY  
COUNTY SUBMITTAL: If the Albany County Health Department comments require any revisions  
to the plans, water report or sewer report, three (3) copies of the revised  
documents should be resubmitted to Planning and Economic Development  
Department. If any other documents must be revised, one (1) copy of the  
revised documents should be resubmitted to Planning and Economic  
Development Department
- 8) POST-HEARING  
SUBMITTAL 1 ea. Unexecuted Original Street Deeds, Executed Original Easements,  
Boundary Maps, Real Property Transfer Gains Tax Affidavits, Title  
Insurance Commitment, and TP584 and equalization & assessment forms  
1 executed Inspection Escrow Agreement with required insurance  
certificate and escrow check
- 9) FINAL APPROVAL  
SUBMITTAL:  
(Includes ACHD) 5 Mylar Prints of Subdivision Plan Sheet (Rolled)  
1 Mylar Print of Grading Plan Sheet (Rolled)  
2 Paper Prints of Subdivision Plan Sheet (Rolled)  
4 Paper Prints of Subdivision Plan Sheet (Folded)  
3 Paper Prints of Grading Plan Sheet (Rolled)  
2 Paper Prints of Grading Plan Sheet (Folded)  
7 Paper Prints of Full Set of Plans (Unbound – each sheet folded individually)  
3 Paper Prints of Full Set of Plans (Rolled)  
1 CD – Each plan in its own PDF