

**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

**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 – Complete submittal, each document in its own PDF
  - Town Designated Engineer initial escrow deposit \$2,500 with completed W-9 Form
  
- 2) **SKETCH:**
  - 10 General Descriptions of Proposal
  - 10 Sketch Plans showing general site layout (**printed on 11" x 17" paper**)
  - 1 CD – Complete submittal, each document in its own PDF
  
- 3) **CONCEPT:**
  - 1 Approved Zoning Verification Form (Approved by Building Dept.)
  - 20 Site Analysis Plans (see checklist) (**folded to 8-1/2" x 14" or smaller, printed side out**)
  - 20 Concept 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 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 CD – Complete submittal, each document in its own PDF
  - Review Fee
  
- 4) **FIRST SUBMITTAL:**
  - 10 Sets Plans (**folded to 8 1/2" x 14" or smaller, printed side out**)
  - 10 Narratives (see checklist)
  - 1 CD – Complete submittal, each document 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
  
- 4a) **PLANNING BOARD SUBMITTAL:**
  - 10 Narratives (see checklist)
  - 10 Plan sets (**printed on 11" x 17" paper**)
  - 1 CD – Complete submittal, each document in its own PDF
  
- 5) **TDE SUBSEQUENT SUBMITTAL:**
  - 2 Plan Sets (**folded to 8 1/2" x 14" or smaller, printed side out**)
  - 1 CD – Complete submittal, each document in its own PDF
  - 1 Letter describing changes made to address comments on previous submittal
  
- 6) **FINAL SUBMITTAL:**
  - 10 Plan sets (**folded to 8 1/2" x 14" or smaller, printed side out**)
  - 1 CD – Complete submittal, each document in its own PDF
  - 1 Letter describing changes made to address comments on previous submittal
  
- 7) **STAMP SUBMITTAL:**
  - 9 Plan sets (**folded to 8 1/2" x 14" or smaller, printed side out**)
  - 2 Plan sets **ROLLED**
  - 1 CD – Complete submittal, each document in its own PDF