

TOWN OF COLONIE

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

Public Operations Center
347 Old Niskayuna Road
Latham, New York 12110-2289



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Telephone (518)783-2741
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Planning Board Agenda (518) 783-1511

OPEN DEVELOPMENT AREA PROCEDURE

- An initial request for an ODA is submitted by the applicant to the Town Supervisor's Office (Cc: to PEDD & Town Attorney's Office).
- Town Board acts on resolution to refer request to the Planning Board for review and recommendation back to the Town Board.
- Town Attorney's Office forwards Town Board resolution the PEDD.
- Applicant submits application package to the PEDD to coordinate inter department review (DPW, PWD, LWD, SWC, FPI, EMS, Police Com, Attorney's Office, Building Department & PEDD).
- Once all Departments have responded to the PEDD, the project is scheduled on the Planning Board agenda following public notification procedure, for review and recommendation on the ODA to the Town Board.
- Planning Board prepares recommendation and forwards to Town Board.
- Town Board schedules and holds a public meeting.
- Town Board reviews Planning Board recommendation and determines whether an ODA is appropriate.
- Applicant must meet conditions established by the Planning Board prior to the filing of the resolution and the creation of the ODA.
- If approved subdivision, site plan, SEAMAB, Floodplain applications may be submitted to PEDD as necessary.

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Rev. September 2017

OPEN DEVELOPMENT AREA REVIEW CHECKLIST

NAME OF PROPOSED PROJECT: _____

ADDRESS OF PROPOSED PROJECT: _____

NAME OF APPLICANT: _____

CONTACT PERSON: _____ PHONE NO: _____

A. ENVIRONMENTAL BACKGROUND:

SEQR Classification: Type II___: Unlisted___: Type I___: Exempt or excluded___.

	yes	no
site affected by Wetlands	_____	_____
site affected by Flood Plain	_____	_____
site affected by Airport noise	_____	_____
height restrictions	_____	_____
site on National Register of Historic Places	_____	_____
site affected by other features of		
environmental significance	_____	_____
specify: _____		

B. NARRATIVE DESCRIPTION (check if included)

- summary of hardship to allow building not on improved street _____
- address of site _____
- name of applicant _____
- mailing address and phone number of applicant _____
- a general description of the area including the streets or
rights-of-way bounding the area. _____
- year proposed lot was created with filing data and name of
subdivision (if applicable) _____
- describe all existing and proposed utility and access easements
the present zoning _____
- the current land use of the parcel _____
- a general description of land use surrounding the proposed
area and comment on the impact of the proposed ODA on
traffic and traffic flow and other Town facilities. _____
- aerial photograph of site 1"=100' to 1"=200' _____

C. OPEN DEVELOPMENT AREA PLAN

- scale 1" =50' or less _____
- small scale location map oriented same as plan _____
- existing buildings, other improvements _____
- existing utilities, _____
- existing vegetation _____
- existing drainage, other natural features _____
- adjacent land uses/property owners _____
- planimetric features within 50' of site _____
- existing/proposed easements with filing data _____
- boundary of both sides of any existing highway adjoining site _____
- north arrow _____
- stamp and signature of licensed land surveyor _____
- title block to include ODA name, scale, property owner, date,
and record of work _____
- metes and bounds of the proposed ODA area _____
- all appropriate district lines (school, fire, sewer, water, municipal) _____
- existing site zoning, with applicable district boundaries _____

D. ADDITIONAL INFORMATION

- a notarized letter by the property owner(s) acknowledging the proposal _____
- a hold harmless agreement _____
- evidence of sufficient access and utility easement(s) _____

E. SUBMISSION REQUIREMENTS (additional items may be needed as requested)

- 1) PEDD Initial Submittal:
 - 12 plans (folded to 8 1/2" x 14" or smaller, print side out)
 - 12 narratives
 - a notarized letter by the property owner(s) acknowledging the proposal
 - evidence of sufficient access and utility easement(s)
 - a hold harmless agreement
 - \$1,500 review fee
- 2) Planning Board Hearing Submittal:
 - 10 plans (folded to 8 1/2" x 14" or smaller, print side out)
 - 10 narratives

OFFICIAL USE ONLY

Fee Amount: \$1,500.00 Date Paid: _____ Receipt #: _____

Signature of P.E.D.D. Official _____ Date _____