



**VILLAGE OF COLONIE
ALBANY COUNTY, NEW YORK**

**CHANGE OF OCCUPANCY/USE
REVIEW PROCESS**

INTRODUCTION:

This document has been prepared to help guide persons through the change of occupancy or use review process in the Village of Colonie. It provides a concise and complete overview of the process, including application requirements, the submittal procedure and other aspects of the project review process. This document is intended to be used as a guide. The Village Zoning and Business Use ordinances may be referred to for specific requirements.

FACILITIES CHANGE OF OCCUPANCY/USE REVIEW AND APPROVAL:

All changes in occupancy or use of commercial buildings, of whatever nature, require that Planning Commission review and approval.

APPROVAL PROPOSAL:

PROCESS:

For change of occupancy and/or use proposals, the review and approval process is relatively simple and consists of the following:

1. Application to the Planning Commission for Change of Occupancy/Use
2. Upon receiving Planning Board approval, application can be made to the Building Department for Building and sign Permits.

IF YOUR APPLICATION REQUIRES A PHYSICAL CHANGE TO THE EXISTING SITE PLAN FOR SUCH ITEMS AS PARKING, LIGHTING, BUILDING ADDITION, ETC, YOU MUST ALSO FILE A SITE PLAN APPROVAL APPLICATION AND SUPPORTING DOCUMENTS.

STEPS IN THE PROCESS:

Pre-submission conference (optional):

Prior to the submission of a change of occupancy/use application to the Planning Commission an applicant or the Planning Commission Chair or Village Engineer may request a pre-submission conference. The purpose of such a

conference is to give both the Village and the applicant an opportunity to gain a better perspective with regard to a proposed tenant or change of use.

Proposal review and acceptance:

The applicant must submit a complete Application package plan to the Planning Commission for their review. Complete submittals must be received by the Village Planning Coordinator by noon on Monday, four weeks prior to the scheduled date of the Planning Commission meeting at which the proposal will be presented. The Village Planning Coordinator will notify the applicant that the submittal is complete and the date at which the submittal will be reviewed by the Planning Commission for their action

The Planning Commission, based on its review and department recommendations, and after complying with the State Environmental Quality Review Act (SEQRA) will decide either to approve the change of occupancy and or use.

Issuance of approval:

Upon approval of an application plan by the Planning Commission, the applicant may then apply for and obtain a building permit (required for all change of occupancies) and other permits and approvals as may be necessary.

Application for sign permit:

If changes are required to any existing sign identifying the building and/or type of business, the applicant must apply to the Village of Colonie Building Department for a sign permit.

Certificate of occupancy:

The applicant is responsible keeping the building occupied in accordance with all conditions of approval that may be stated in the approval by the Planning Commission as well as all other Federal, State and local rules, regulations and ordinances.

ENVIRONMENTAL ISSUES:

The applicant will be required to comply with all applicable federal, state, and local laws, rules, and regulations with regard to environmental issues.

COUNTY & STATE APPROVALS:

Projects which require a permit from State or County jurisdictional authorities to operate the business such as restaurants, liquor stores, etc. shall be required to submit evidence of such permits to the Village.