

VILLAGE OF COLONIE  
PLANNING COMMISSION  
ALBANY COUNTY  
NEW YORK

VILLAGE HALL  
2 THUNDER ROAD  
COLONIE, NY 12205  
(518) 869-7562  
FAX (518) 464-0389  
e-mail:  
ahart@colonievillage.org

CHANGE OF OCCUPANCY APPLICATION

PLEASE REFER TO THE INSTRUCTIONS TO DETERMINE WHETHER THIS IS THE APPROPRIATE FORM TO USE

PLEASE FILL OUT BOTH SECTIONS "A" "B" AND "C"

**A. GENERAL INFORMATION:**

ADDRESS: 1440 Central Avenue, Suite 4A Colonie, NY 12205

APPLICANT'S NAME (TENANT): Empire Wine

TEL NO. ( 518 ) 221-0595 E-MAIL: inquiries@empirewine.com

ADDRESS: 1440 Central Avenue, Suite 4A Colonie, NY 12205

PROPERTY OWNER'S NAME: Northway Mall Properties, LLC

TEL NO. ( 614 ) 289-5828

PROPERTY OWNER'S AGENT (IF APPLICABLE) Kenneth Marshall

ADDRESS: 5500 New Albany Road, Suite 300 New Albany, OH 43054

TEL NO. ( 614 ) 289-5828

SITE PLAN LAST REVISED: Feb 7, 2014

PREVIOUS TENANT: Dress Barn

**CERTIFICATIONS:**

**BY APPLICANT:** I CERTIFY THAT THE INFORMATION PROVIDED IN SUPPORT OF THE APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE

DATE: 1/11/21

SIGNATURE: [Signature]

**BY OWNER OR AGENT:** I HAVE REVIEWED THIS APPLICATION IN ITS ENTIRETY AND AGREE TO IT. I CERTIFY THAT THE INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY BELIEF.

DATE: 1/11/21

SIGNATURE: [Signature]

Kenneth Marshall, Authorized Signatory

Digitally signed by Kenneth Marshall

Date: 2020.10.14 16:07:17 -04'00'

(AGENT MUST PROVIDE PROOF OF AUTHORITY TO REPRESENT THE OWNER)

Kenneth Marshall Authorized Signatory Northway Mall Properties, LLC

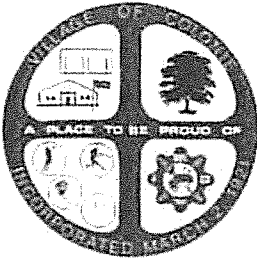
updated 1/13/2021

**B. EXISTING CONDITIONS & PROPOSED CHANGES:**

INSTRUCTIONS - ALL FIGURES SHOULD APPLY TO THE ENTIRE TAX MAP PARCEL; IF AN AMOUNT IS PROPOSED TO THE REDUCED, SHOW IN BRACKETS THIS (000) IN COLUMN 2. WHERE SQUARE FEET ARE ASKED FOR, ESTIMATE NUMBER OF NET SQUARE FEET; SECOND STORY OR MEZZANINE CONTS THE SAME AS GROUND FLOOR.

	<u>COLUMN 1</u> <u>EXISTING</u> CONDITIONS	<u>COLUMN 2</u> <u>PROPOSED</u> CHANGES	<u>COLUMN 3</u> TOTAL <u>AFTER</u> CHANGES
<u>DESCRIPTION:</u>			
RESIDENCES, 1 OR 2 FAMILY	_____	_____	_____
ACCESSORY APT (NO.)	_____	_____	_____
HOME OCCUPATION (SQ.FT.)	_____	_____	_____
OFFICE (SQ. FT)	_____	_____	_____
HOTEL, MOTEL, TOURIST HOME BOARDING HOUSE (NO. OF GUEST ROOMS)	_____	_____	_____
BARBER, BEAUTY SHOP (NO. WORK STATIONS)	_____	_____	_____
RETAIL & BUSINESS SERVICES (SQ. FT.)	4,985	+9,398	14,382
RESTAURANT NO SERVICE ALCOHOLIC BEVERAGES, BAR OR SIMILAR, NIGHT CLUB			
0 LINEAR BAR FOOTAGE	_____	_____	_____
0 USABLE CUSTOMER FLOOR SPACE, (SQ. FT.)	_____	_____	_____
MEDICAL SERVICES (SQ. FT.)	_____	_____	_____
USE NOT SPECIFIED ABOVE (DESCRIBE BELOW) (SQ FT.)	_____	_____	_____
VACANT (SQ. FT.)	_____	_____	_____
ESTIMATED NO. OF EMPLOYEES AT PEAK SHIFT			
0 INITIALLY	_____	_____	_____
0 AT FULL OPERATION	_____	_____	_____
DESCRIBE "USE NOT SPECIFIED"			

\*\* SEE SECTION 242-8C2 (f) OF THE VILLAGE OF COLONIE CODE



**VILLAGE OF COLONIE  
PLANNING COMMISSION  
ALBANY COUNTY  
NEW YORK**

VILLAGE HALL  
2 THUNDER ROAD  
COLONIE, NY 12205  
(518) 869-7562  
FAX (518) 464-0389  
e-mail:  
a hart@colonievillage.org

**C. USE QUESTIONNAIRE**

1. Narrative - Brief Description of Business operations. Please type on company letterhead and attach to application.
2. GROSS FLOOR AREA OF BUSINESS 14,382
3. AREA TO BE OCCUPIED 14,382
4. NUMBER OF STORIES 1
5. BUILDING HEIGHT +/-25 FT
6. PROVIDE HOURS OF OPERATION BELOW.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9 AM	9 AM	9 AM	9 AM	9 AM	9 AM	Noon AM
9 PM	9 PM	9 PM	9 PM	9 PM	9 PM	9 PM

7. NUMBER OF EMPLOYEES PER DAY 30
8. WILL THERE BE ANY MEETINGS OR CLASSES? **YES( NO)**
9. a) NUMBER OF BUSINESS VEHICLES 4  
b) NUMBR OF EMPLOYE VEHICLES 15
10. AVERAGE NUMBER OF CUSTOMERS:  
PER DAY 600  
AVERAGE NUMBER OF CUSTOMERS:  
PEAK HOUR OF THE DAY: 100  
PEAK DAY OF THE WEEK: 800
11. ARE THERE ANY PLANS FOR FUTURE EXPANSION? YES  NO
12. ARE ANY LICENSES NEEDED TO RUN THIS BUSINESS?  YES NO

IF YES, EXPLAIN: NY State Liquor Authority (Approval Attained)

13. ARE ANY HAZARDOUS MATERIALS USED OR STORED IN THIS BUILDING? YES  NO

a. IF YES, LIST IN NARRATIVE AND ATTACH SAFETY DATA SHEETS

14. IS THERE ANY NOISE OR VIBRATION CREATED FROM RUNNING THIS BUSINESS THAT WILL GO BEYOND THE BORDER OF YOUR PROPERTY? YES  NO

15. ARE FIREARMS, EXPLOSIVES, AMMUNITIONS, BLACK POWDER, ETC. USED OR STORED IN THIS BUILDING? YES  NO

a. IF YES, WHERE ARE THEY STORED?

---

16. IS ANY PART OF THIS BUSINESS RELATED TO ADULT ENTERTAINMENT AS DEFINED BY THE VILLAGE CODE? YES  NO

17. ARE DUMPSTERS USED FOR GARBAGE DISPOSAL?  YES  NO

18. ARE PICK UPS BETWEEN 7 AM AND 7 PM?  YES  NO

19. DOES THIS BUSINESS INCLUDE SALE OF ALCOHOL?  YES  NO

20. IS THIS A NEW BUSINESS? YES  NO

21. WILL THERE BE ANY OUTSIDE STORAGE? YES  NO

22. WILL THERE BE ANY DELIVERIES TO THE BUSINESS?  YES  NO

IF YES, HOW MANY PER DAY?

2

WHAT TYPE OF DELIVERY VEHICLES ARE USED? PLEASE CHECK ALL THAT APPLY:

- BOX TRUCKS
- TRACTOR TRAILOR
- UPS/USPS/FEDEX
- VAN

23. IS THIS BUSINESS PRIMARILY PERFORMED ON SITE OR OFF SITE? (CHECK ONE)

- ON SITE
- OFF SITE

### TENANT PARKING REQUIREMENTS

#### OFFICE/RETAIL/WAREHOUSE

TENANT NAME	TOTAL SQ. FT.	OFFICE/RETAIL SQ. FT.	WAREHOUSE SQ. FT.	HOURS/DAYS OPERATION	# OF EMPLOYEES	TENENT REQUIRED SPACES	REQUIRED SPACES/PER CODE
Empire Wine	14,382	14,382		M-Sat 9am-9pm Sun Noon-9pm	15	111	96

<b>Total Spaces Available</b>	111
<b>Total Code Required Spaces</b>	111
<b>Total Required by Tenant</b>	111



*A Tasteful Way To Save*

1440 Central Avenue Albany, New York 12205  
877-779-4631 [www.empirewine.com](http://www.empirewine.com)

To whom it may concern;

The purpose of Empire Wine's proposed expansion (into previous Dress Barn space) is to make its store more comfortable, convenient, and safe for its employees and customers, and to accommodate the significant growth in sales and customer traffic that Empire Wine has experienced since it opened in 2008.

Empire Wine is currently using nearly every inch of space in its store, making it increasingly difficult for customers and staff to comfortably navigate the premises. With the proposed increase in space, Empire Wine will have the ability to take the following measures:

- Empire Wine will have room to construct an employee-friendly breakroom that provides increased storage space, and is much larger and more comfortable than the areas currently designated for such use.
- Empire Wine will be able to display products that it currently carries, and are available for viewing online, but cannot currently be viewed in-store due to space limitations.
- Empire Wine will be able to increase the size of the aisles in its stores, providing customers and staff with additional room not only to navigate the stores, but to engage in necessary and appropriate physical distancing measures until the threat of COVID-19 subsides or is eliminated.
- Empire Wine's employees will have sufficient space to pick up and/or load items from behind shelves rather than from the sales floor where customers are located.

The Hours of operations will be Monday through Saturday 9am to 9pm and on Sundays Noon to 9pm. There will be a maximum of 30 employees per day and two deliveries per day.

Sincerely,

Thanks,  
Brad Junco

[www.empirewine.com](http://www.empirewine.com)  
877-77-WINE-1