



**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:  
planning@colonievillage.org

**SITE PLAN APPLICATION SUBMITTAL CHECKLIST**

IN ACCORDANCE WITH THE Village of Colonie Zoning Ordinance this application process applies to: Any person, Firm or Corporation either by way of lease or purchase, who commences or continues in a business, commercial or industrial within the Village of Colonie

Please fill out the following documents in their entirety. Missing information may lead to delays in completing the application and approval process. **14 copies are required for each of the following**, unless otherwise noted.

**SITE PLAN APPLICATIONS MUST BE SUBMITTED 4 WEEKS PRIOR TO MEETING DATE**

- Application Form
- Use Questionnaire
- Narrative – letter describing any proposed changes and overview of business operations.
- Proposed site plan (showing all changes to be proposed on site including site statistics)
  - Site plan must be folded to 8 ½ x 11 with printed side out.
  - Stamped by a professional and include stamp square for Village approval stamp
- Floor Plan indicating use of each area
- Tenant parking requirement – must include all tenants if multi-tenant building.
- If an agent is signing for the owner, the agent is to sign the application.
- E-mail PDF copy or submit CD with complete site plan set to Planning Coordinator
- Application fee: one acre or less: \$200.00  
Over one acre: \$300.00

\*\*The Planning Commission reserves the right to require the property owner to attend the meeting in addition to the applicant to avoid any delays. \*\*

**Once Planning Commission approval is granted, a building permit and Certificate of Occupancy MUST be obtained through the Building Department.**



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**SITE DEVELOPMENT REVIEW PROCESS**

**INTRODUCTION:**

This document has been prepared to help guide persons through the site development 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 zoning of the Village of Colonie may be referred to for specific requirements.

**FACILITIES REQUIRING SITE PLAN REVIEW & APPROVAL:**

The following types of uses require submittal to the Planning Commission for site plan review and approval prior to issuance of a building permit or before the proposed use can be established.

- New construction of all non-residential facilities and multi-family residences (i.e. Commercial; Industrial; Condominiums [commercial or residential]; Mobile Home Parks; Senior Citizen Housing; Farm or Nursery; Planned Unit Development).
- All public facilities, such as schools, churches, government buildings, philanthropic institutions, etc. with the exception of Village of Colonie owned buildings.
- Additions, deletions and structural or site changes to existing facilities.

**SITE DEVELOPMENT PROPOSAL:**

**PROCESS:**

For site development proposals, the review and approval consists of the following:

1. Application to the Planning Commission for preliminary site plan review and acceptance.
2. Upon receiving preliminary approval, application can be made to the Planning Commission for final site plan review and approval.

3. Upon receiving Planning Commission approval, application can be made to the Building Department for Building and sign permits as well as the sewer, water, and highway departments for applicable permits as needed.

### **STEPS IN THE PROCESS:**

1. Pre-submission conference (optional):

Prior to the submission of a site plan 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 plan.

2. Preliminary site plan review and acceptance:

The applicant must submit a preliminary site plan to the Planning Commission for their review. The preliminary site plan provides the applicant and the Planning Board with a flexible design concept which can be changed if necessary prior to the submittal of a more detailed final site development plan.

Twelve (12) copies of the complete submittals must be received by the Village Planning Coordinator by noon on Monday, four weeks prior to the scheduled date of the Planning Board meeting at which the proposed plans will be presented.

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 accept the preliminary plan, reject it, or accept it with modifications.

3. Final site plan review and approval:

Upon acceptance of the preliminary site plan by the Planning Commission, the applicant is responsible for preparing and submitting a final site plan.

The Village Engineer will review the submittal for completeness and technical compliance with all requirements, and refer the proposal to the appropriate Village departments for additional technical review (sewer, water, highway, and assessor).

Upon satisfactory completion of required reviews, 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 will act to approve the final site plan, deny it, or request the Applicant make modifications for resubmittal.

### Issuance of approval:

Upon approval of a final site plan by the Planning Commission, the applicant must submit four copies of the final plan to the Planning Coordinator. If all conditions have been met, the Planning Commission signs and stamps the final plans approved and distributes them to the appropriate

departments. After plans are distributed, the applicant may then apply for and obtain a building permit and other permits and approvals as may be necessary.

Application for sign permit:

If the approved final plan involves the construction of any sign identifying the building and/or type of business, the applicant must apply to the Village of Colonie Building Department for a sign permit. If the sign application is denied by the Code Enforcement Department the applicant will have to apply to the Sign Review Board for a sign variance.

Certificate of occupancy:

The applicant is responsible for developing the site in strict compliance with the approved plans. No occupancy or use of the site may occur until the Code Enforcement, sewer, water, highway, and assessment departments have determined that all required improvements to the site have been made or sufficient cash escrow has been deposited with the Village to ensure conformance and the Building Department has issued a Certificate of Occupancy.

**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. This includes, but may not be limited to, the U.S. Army Corps of Engineers Federal Wetlands Regulations, the State Environmental Quality Review Act (SEQRA), and New York State Freshwater Wetlands Permit Regulations. It is the responsibility of the applicant to have any of the above significant environmental areas delineated on the site and the necessary permits, variances, or approvals obtained from the appropriate agency.

**COUNTY & STATE APPROVALS:**

Projects which require a permit or approval from State or County jurisdictional authorities as a result of their varying requirements for curb cuts, storm water management facilities, on-site wells and sanitary disposal systems, and public sewer and water utility extensions must obtain all appropriate State and County permits. Copies must be submitted to the Village Planning Coordinator.



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**SITE PLAN 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: \_\_\_\_\_

APPLICANT'S NAME (TENANT): \_\_\_\_\_

TEL NO. (\_\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

TEL NO. (\_\_\_\_\_) \_\_\_\_\_

PROPERTY OWNER'S AGENT (IF APPLICABLE) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL NO. (\_\_\_\_\_) \_\_\_\_\_

SITE PLAN LAST REVISED: \_\_\_\_\_

**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: \_\_\_\_\_ 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: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 (AGENT MUST PROVIDE PROOF OF AUTHORITY TO REPRESENT THE OWNER)

**PROFESSIONAL SIGN OFF:** I \_\_\_\_\_, A DULY QUALIFIED PROFESSIONAL \_\_\_\_\_, DO HEREBY CERTIFY THAT THE DOCUMENTS PREPARED BY ME, PRESENTED IN SUPPORT OF THIS APPLICATION, MEET ALL STATE, LOCAL AND FEDERAL REQUIREMENTS.  
 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 LICENSE NO: \_\_\_\_\_

**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 COUNTS THE SAME AS GROUND FLOOR.

<u>DESCRIPTION:</u>	<u>COLUMN 1 EXISTING CONDITIONS</u>	<u>COLUMN 2 PROPOSED CHANGES</u>	<u>COLUMN 3 TOTAL AFTER CHANGES</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.)	_____	_____	_____
RESTAURANT NO SERVICE ALCOHOLIC BEVERAGES, BAR OR SIMILAR, NIGHT CLUB			
○ LINEAR BAR FOOTAGE	_____	_____	_____
○ USABLE CUSTOMER FLOOR SPACE, (SQ. FT.)	_____	_____	_____
MEDICAL SERVICES (SQ. FT.)	_____	_____	_____
USE NOT SPECIFIED ABOVE (DESCRIBE BELOW) (SQ FT.)	_____	_____	_____



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VACANT (SQ. FT.) \_\_\_\_\_

ESTIMATED NO. OF EMPLOYEES  
AT PEAK SHIFT

○ INITIALLY \_\_\_\_\_

○ AT FULL OPERATION \_\_\_\_\_

DESCRIBE "USE NOT SPECIFIED"  
\_\_\_\_\_  
\_\_\_\_\_

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

**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 \_\_\_\_\_

3. AREA TO BE OCCUPIED \_\_\_\_\_

4. NUMBER OF STORIES \_\_\_\_\_

5. BUILDING HEIGHT \_\_\_\_\_ FT

6. PROVIDE HOURS OF OPERATION BELOW.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

7. NUMBER OF EMPLOYEES PER DAY \_\_\_\_\_

8. WILL THERE BE ANY MEETINGS OR CLASSES? **YES / NO**

9. a) NUMBER OF BUSINESS VEHICLES \_\_\_\_\_

b) NUMBR OF EMPLOYE VEHICLES \_\_\_\_\_

10. AVERAGE NUMBER OF CUSTOMERS:  
PER DAY \_\_\_\_\_  
AVERAGE NUMBER OF CUSTOMERS: \_\_\_\_\_  
PEAK HOUR OF THE DAY: \_\_\_\_\_  
PEAK DAY OF THE WEEK: \_\_\_\_\_

11. ARE THERE ANY PLANS FOR FUTURE EXPANSION? **YES NO**

12. ARE ANY LICENSES NEEDED TO RUN THIS BUSINESS? **YES NO**

IF YES, EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_

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 DELIEVERIES TO THE BUSINESS? **YES NO**





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IF YES, HOW MANY PER DAY? \_\_\_\_\_  
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

**SITE PLAN REVIEW CHECKLIST – FOR APPLICANT**

Checklist for plan review only. For full requirements refer to applicable regulations.

NAME OF PROPOSED PROJECT: \_\_\_\_\_

ADDRESS OF PROPOSED PROJECT: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

**PRELIMINARY SUBMISSION**

DEPARTMENT	Planning	Sewer	Water	Highway	Fire	Other
- Date Submitted:	_____	_____	_____	_____	_____	_____
- Date Checked:	_____	_____	_____	_____	_____	_____
- Checked By:	_____	_____	_____	_____	_____	_____

1. LAND USE BACKGROUND	YES	NO
a. Access to public highway	_____	_____
b. Site affected by mandatory 25' or 100' Buffer from residential use	_____	_____
c. Variance granted	_____	_____
d. Previous site approvals granted	_____	_____
e. County Planning Board Referral required	_____	_____
f. Public Highway, Water, or Sewer proposed	_____	_____
g. County Health Dept. Approval required	_____	_____
h. County or State Highway Approval required	_____	_____

- i. NYSDEC Storm Water discharge permit required \_\_\_\_\_
- j. Special Permit required \_\_\_\_\_

A. ENVIRONMENTAL BACKGROUND:

SEQR classification: Type II \_\_\_\_\_ Unlisted \_\_\_\_\_ Type I \_\_\_\_\_ Exempt or excluded \_\_\_\_\_

	YES	NO
a. Site affected by Patroon Creek Corridor	_____	_____
b. Site affected by Wetlands (State or Federal)	_____	_____
c. Site affected by Flood Plain	_____	_____
d. Site on National Register of Historic Places	_____	_____
e. Site on State map of archeologically significant areas (Archeological assessment required)	_____	_____
f. Site within boundary of Commercial "D" G.E.I.S. area	_____	_____
g. Site affected by other features of environmental significance Specify: _____	_____	_____

B. A narrative description of the proposed project, addressing its scope of operation, purpose, justification and impact on the immediate area of influence and the Village in general (school, traffic, generation, population, utilities, aesthetics and land use compatibility) and including the following:

- a. Address of site (street and number) \_\_\_\_\_
- b. Name of applicant \_\_\_\_\_
- c. Name of proposed tenant/business \_\_\_\_\_
- d. Site zoning \_\_\_\_\_
- e. Description of existing site and use \_\_\_\_\_
- f. Description of intended site development and use \_\_\_\_\_
- g. Proposed gross floor area \_\_\_\_\_
- h. Building height and number of floors \_\_\_\_\_
- i. Number of guest rooms or dwelling units  
(Where applicable) \_\_\_\_\_
- j. Number of employees \_\_\_\_\_
- k. Hours and days of operation \_\_\_\_\_
- l. Proposed number of parking spaces \_\_\_\_\_
- m. Site coverage statistics (building coverage,  
Paved areas, green areas, by percentage of site  
And square footage) \_\_\_\_\_
- n. Impact on adjoining property: noise, visual,  
Drainage, other \_\_\_\_\_
- o. Storage and disposal method of chemicals used  
(Solvents, soaps, etc.) \_\_\_\_\_

C. Existing Site Plan at a scale of 1" = 10', 1" = 20', 1" = 30' or 1" = 40'; sheet size shall be 22" x 34" or 34" x 44", to include the following features:

- a. Location map at scale of 1" = 2000' as inset; map

- b. Shall be oriented the same as the site analysis plan \_\_\_\_\_
- b. North arrow \_\_\_\_\_
- c. Boundary survey map of property at a scale of \_\_\_\_\_  
 $1'' = 10'$ ,  $1'' = 20'$ ,  $1'' = 30'$ , or  $1'' = 40'$  \_\_\_\_\_
- d. Existing topography, related to NGVD 1929 (show \_\_\_\_\_  
 Benchmark), at contour intervals of 2' or less, and  
 Existing structures, utilities, and site improvements  
 Within 50' of the property – where a boundary of a  
 Zoning district which permits residences exists  
 Within 100 feet of the site, all such existing features  
 Shall be extended to a distance of 100 feet in the  
 Direction of the district boundary \_\_\_\_\_
- e. Existing zoning district, with district boundaries \_\_\_\_\_  
 Within 100' of the site \_\_\_\_\_
- f. Names of all adjoining property owners \_\_\_\_\_
- g. Identification, by both verbal description and \_\_\_\_\_  
 graphic depiction, of all adjacent land uses \_\_\_\_\_
- h. Location and description of existing vegetation \_\_\_\_\_  
 (species, size, condition, and value), watercourses,  
 wetlands, flood plains, other natural features \_\_\_\_\_
- i. Soil analysis describing soil types, surface and \_\_\_\_\_  
 subsurface rock and ground water conditions \_\_\_\_\_
- j. Existing structures, utilities, and site improvements \_\_\_\_\_  
 within 50' of the property – where a boundary of a  
 zoning district which permits residences exists within  
 100 feet of the site, existing structures, utilities and site  
 improvements shall be extended to a distance of 100 feet  
 in the direction of the district boundary \_\_\_\_\_
- k. Identification of visual features such as smoke stacks, \_\_\_\_\_  
 borrow pits, overhead utility lines, junkyards, refuse  
 areas, billboards (if none, so note) \_\_\_\_\_
- l. Identification of sources of smoke, noise, odors or \_\_\_\_\_  
 other emissions (if none, so note) \_\_\_\_\_
- m. Where the site is a component or phase of a larger \_\_\_\_\_  
 development (e.g., a commercial subdivision or a  
 multi-phased project), an overall plan of the larger  
 development must be submitted, showing existing  
 development and uses \_\_\_\_\_

D. Preliminary site development plan on existing site plan base map (sheet size shall be 22" x 34" or 34" x 44"). All information to be shown on a single sheet – when plan consists of multiple sheets with match lines, a 1" = 200' or larger overall site plan must be submitted. Plans must include all items in Section 4 above, and show the following added information:

- a. Title block with names of project, applicant and map \_\_\_\_\_  
 preparer, address of site; date of map; and work record  
 with revision dates \_\_\_\_\_

- b. Proposed buildings, other improvements (with building and setback dimensions) \_\_\_\_\_
  - c. Proposed utilities, including lateral locations, sizes, and connection points \_\_\_\_\_
  - d. Proposed landscaping \_\_\_\_\_
  - e. Proposed parking, circulation, storage, service, display areas, solid waste containment/recycling areas; label minimum parking setbacks from lot lines and buildings \_\_\_\_\_
  - f. Number of parking spaces, including handicapped spaces as required by NYS Uniform Fire Prevention and Building Code \_\_\_\_\_
  - g. Analysis of parking requirement \_\_\_\_\_
  - h. Access \_\_\_\_\_
  - i. Proposed drainage concept \_\_\_\_\_
  - j. Approximate limits of clearing and grading \_\_\_\_\_
  - k. Existing/proposed easements \_\_\_\_\_
  - l. Site coverage statistics (building coverage, green area and paved areas b percentage of site and square footage) \_\_\_\_\_
  - m. Building height and number of floors \_\_\_\_\_
- E. Floor plan (folded to 8 1/2" x 11"), indicating use of each area \_\_\_\_\_
- F. Building elevation drawings from the front, rear, and sides, showing design elements, materials and colors to be used on exterior finishes, roof top or other exterior mechanical and HVAC and units (if none, so note) and any other features the Planning Commission may reasonably request \_\_\_\_\_
- G. Photograph(s) of site \_\_\_\_\_
- H. Such additional reports, maps or materials as the Planning Commission may reasonably request and deem necessary to make the determinations required by the New York State Environmental Quality Review Act and Village Code /NYS Code \_\_\_\_\_
- I. Application form complete \_\_\_\_\_
- J. Environmental assessment form complete \_\_\_\_\_
- K. Review Escrow required \_\_\_\_\_
- L. Escrow Deposited \_\_\_\_\_
- M. Public Works review completed: \_\_\_\_\_
- N. Assessor's review completed and all proposed easements and street deeds reviewed by the Village Engineer (???) not Planning Commission Attorney???
16. Date of concept acceptance/rejection \_\_\_\_\_

**COMMENTS ON PRELIMINARY SUBMISSION/REVIEW:**

**II FINAL SUBMISSION**

DEPARTMENT	Planning	Sewer	Water	Highway	Fire	Other
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- Date Submitted: \_\_\_\_\_
- Date Checked: \_\_\_\_\_
- Checked By: \_\_\_\_\_

1. Final site development plan at same scale as preliminary submission (sheet size shall be 22" x 34" or 34" x 44"). Separate layout, grading, utility, and landscape plans may be submitted for clarity; storm sewers must be show on same plan as proposed grading. Plans shall include:

- a. Title block including name of project, name of applicant, name of map preparer, date of map, and address of property \_\_\_\_\_
- b. A 5" x 5" block for Planning Commission approval stamp (at lower right side of plan) \_\_\_\_\_
- c. Location plan at scale of 1" = 2000' as inset, oriented same as site plan \_\_\_\_\_
- d. North arrow \_\_\_\_\_
- e. Exact boundary and lot lines, showing bearings and distances, including any interior lot lines \_\_\_\_\_
- f. Owners and use of adjacent land \_\_\_\_\_
- g. Existing zoning \_\_\_\_\_
- h. Lot area in acres and square feet \_\_\_\_\_
- i. Existing utilities (location and size) \_\_\_\_\_
- j. Proposed utilities (location, size, type and connection to existing) \_\_\_\_\_
- k. Location of all easements (with boundary data, name of grantee) \_\_\_\_\_
- l. Building location and dimensions \_\_\_\_\_
- m. Building height and number of floors \_\_\_\_\_
- n. Building setback dimensions to each lot line \_\_\_\_\_
- o. Surface treatment (paving, gravel, lawn, ground cover, etc) identified for all areas \_\_\_\_\_
- p. Site coverage statistics (buildings coverage, paved areas and green areas) in square feet and as percentage of the total area \_\_\_\_\_
- q. Layout and dimensions of parking, drives, walks; label minimum parking setbacks from lot lines and buildings \_\_\_\_\_
- r. Number of parking spaces \_\_\_\_\_
- s. Access/parking for handicapped, as required by NYS Uniform Fire Prevention and Building Code \_\_\_\_\_
- t. Traffic flow pattern and directional signage \_\_\_\_\_
- u. Location of fire lanes, hydrants \_\_\_\_\_
- v. Service, equipment locations – HVAC, refuse, loading, storage, solid waste recycling \_\_\_\_\_
- w. Fencing – location, type, height \_\_\_\_\_

- x. Existing and proposed topography at contour intervals of 2' or less, extending 50' from the site, and based on a NGVD 1929 benchmark (show benchmark on plan) \_\_\_\_\_
- y. Proposed finished floor elevations \_\_\_\_\_
- z. Limits of grading and clearing \_\_\_\_\_
- aa. Proposed erosion control measures \_\_\_\_\_
- bb. Landscaping – \_\_\_\_\_
  - 1. existing to be preserved \_\_\_\_\_
  - 2. proposed species, size, location \_\_\_\_\_
  - 3. Deciduous trees 3- 3 ½ cal. min. \_\_\_\_\_
  - 4. Evergreen trees 6' ht. min. \_\_\_\_\_
  - 5. four (4") inches of topsoil \_\_\_\_\_
- cc. Curbing to protect green space \_\_\_\_\_
- dd. Location of freestanding signs with setback dimensions \_\_\_\_\_
- ee. Location of and data on soil tests, ground water elevation \_\_\_\_\_
- ff. Details – storm system, walls, curbs, pavement sections, etc \_\_\_\_\_
- gg. Lighting plan and details showing fixture location and Type, and lighting pattern \_\_\_\_\_
- hh. The following standard notes:
  - 1. The Applicant shall comply with all applicable federal, State, and local laws, rules and regulations, including But not limited to the State Environmental Quality Review Act (SEQR), Freshwater Wetlands Permit Regulations
  - 2. The Applicant shall bear the sole responsibility for Ensuring that all improvements are completed and And maintained in accordance with approved plans, Specifications, and standards.
  - 3. No Certificate of Occupancy shall be issued by the Village of Colonie Code Enforcement Department until all required Improvements are satisfactorily completed.
  - 4. The Applicant shall be responsible for keeping existing Public highways and adjacent lands free of debris, Soil, and other matter which may accumulate due to Construction related to the site.
  - 5. All site lighting shall be designed and installed so as Not to illuminate adjacent properties or highways.
  - 6. All plant materials installed pursuant to this site Development plan shall conform to the American Standard Nursery Stock (ANSI Z60.1-1986) of the American Association of Nurserymen or equivalent Recognized standard, and shall be installed and Maintained in accordance with accepted industry Practice.
  - 7. No portion of this site shall be used for storage or Display of any product or material, or for parking Of any vehicles, or for the conduct of any other Business operations, unless specifically designated For such use on this site development plan.
  - 8. All required erosion control measures shall be installed Prior to any soil disturbance.

- kk. Separate plan showing existing structures or other site features to be removed \_\_\_\_\_
- ll. Stamp and signature of a New York State licensed Professional – plans shall be prepared by an engineer, surveyor, architect or landscape architect licensed by the State of New York and authorized under their New York license to execute the plans and contents thereof \_\_\_\_\_
- 2. Storm Water Management Report \_\_\_\_\_
- 3. Any additional engineering reports, supporting documentation, or other information as may be required by the Planning Commission to complete its review \_\_\_\_\_
- 4. For projects involving public sewer, water, highway or drainage extensions:
  - a. Executed warranty deeds for all easements and streets, Real Property Transfer Gains Tax Affidavits along with maps and descriptions to be held in escrow in the Village Clerk’s office. \_\_\_\_\_
  - b. Construction time estimate sheet \_\_\_\_\_
  - c. Inspection escrow and agreement, with insurance certificate \_\_\_\_\_
  - d. County Health Department approval \_\_\_\_\_
  - e. New York State Department of Environmental Conservation Approval \_\_\_\_\_
  - f. Plan/profile drawings \_\_\_\_\_
  - g. Engineer’s reports for sanitary sewer and water systems \_\_\_\_\_
- 6. Archeological survey required **YES/ NO**
- 7. Grading permit required **YES / NO**
- 8. SEQR Date: \_\_\_\_\_
  - Lead agency determined \_\_\_\_\_
  - Determination of significance made \_\_\_\_\_
  - Negative\_\_\_\_ positive\_\_\_\_\_
  - Positive or negative declaration filed \_\_\_\_\_
  - EIS complete \_\_\_\_\_
  - Findings made \_\_\_\_\_
  - Compliance with GEIS \_\_\_\_\_
- 9. Date of final approval/denial \_\_\_\_\_

**COMMENTS ON FINAL SUBMISSION/REVIEW:**



**TENANT PARKING REQUIREMENTS  
REQUIRED FOR ALL MULTI-TENANT BUILDINGS**

**OFFICE/RETAIL/WAREHOUSE**

<b>TENANT NAME</b>	<b>TOTAL SQ. FT.</b>	<b>OFFICE/RETAIL SQ. FT.</b>	<b>WAREHOUSE SQ. FT.</b>	<b>HOURS/DAYS OPERATION</b>	<b>EMPLOYEES</b>	<b>TENENT REQUIRED SPACES</b>	<b>REQUIRED SPACES/PER CODE</b>

**Total Code Required Spaces** \_\_\_\_\_

**Total Spaces Available** \_\_\_\_\_

**Total Tenant Needs** \_\_\_\_\_