



# Village of Colonie

VILLAGE HALL ☐ 2 THUNDER ROAD ☐ COLONIE, NY 12205  
TELEPHONE: (518) 869-7562 ☐ FAX: (518) 464-0389

PLANNING  
COMMISSION

## REQUIRED PLAN ELEMENTS FOR MINOR SUBDIVISIONS

### *Preliminary subdivision plan*

1. Streets, rights-of-way and road widths
2. Other rights-of-way
3. Location of existing buildings or structures, watercourses or drainage channels on the site.
4. Sanitary sewer system
5. Existing contours; identification of any proposed area of heavy grading.
6. Lot lines and lot numbers
7. Minimum building setback lines.
8. Site data, legend and notes
9. Title, scale, North arrow and date.
10. Location sketch

### *Final Subdivision Plan*

The final subdivision plan shall be prepared by a licensed professional engineer or land surveyor. It shall provide the following data:

1. All information required for the preliminary subdivision plan.
2. Precise dimensions and bearings of all lot lines
3. Names of adjacent owners.
4. Proposed grading plan
5. Location ties to survey monuments

Together with the plan, the following shall be submitted:

1. A drainage report, if required by the Planning Commission.
2. If curb cuts on a state or county highway are required, the necessary permits from the New York State Department of Transportation or Albany County Department of Public Works.
3. Any required cash, bonds or letters of credit and review and observation fees. Bonds, etc., will be released as described in Section 199-35.



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## SUBDIVIDER'S PROCEDURES FOR SUBDIVISIONS

- A. An application and eight (8) sets of plans shall be submitted to the Village Clerk.
  - (1) All plans are to be submitted in black-and-white prints. It is suggested that a minimum of one (1) square foot be reserved for all required stamps.
  - (2) The Village Clerk will issue receipts for all fees and application plans.
  - (3) The Planning Commission will forward for review and comment one (1) copy each of said plat to the Department of Public Works and Village Engineer.
- B. A meeting will be set up with the Planning Commission of the Village of Colonie for review of said plat. (Planning Commission meetings are held on the first and third Tuesdays of each month).
- C. The Planning Commission will review the plans and issue to the subdivider a letter of corrections, if any, within sixty (60) days of receipt of the plans.
- D. The subdivider will resubmit eight (8) sets of corrected plans (black-and-white) to the Planning Commission for preliminary approval. The Commission will then forward two (2) approved sets to the subdivider for submission to the State and County Health Departments.
- E. After approval from the State and County Health Departments, the Village Engineer and the Superintendent of Public Works, with all corrections made, the plat is submitted for final approval to the Planning Commission of the Village of Colonie.
  - (1) The Planning Commission maintains the right to alter or modify all plats until final approval is issued.
  - (2) At the time when final approval is given, required bonds, deeds and easements are to be submitted in duplicate, one (1) original and one (1) copy for all subdivisions.
- F. After all requirements for final approval are met, the Planning Commission will schedule a public hearing and advertise the same at least five (5) days in advance.
  - (1) The Planning Commission will analyze any data submitted at the public hearing and determine the effects of the Commission's approval or disapproval of the proposed subdivision in the public interests.
  - (2) The subdivider will submit to the Planning Commission nine (9) sets of plans, two (2) of which shall be on cloth, with all supporting documents for each cloth set. One set will remain on file with the Planning Commission for its records, the other set to be furnished to the Board of Trustees. Other sets will be stamped and signed for the subdivider's use and for other village and town departments. Final action and approval by the Planning Commission must take place within forty-five (45) days of the public hearing.
- G. Within ninety (90) days after final approval, the subdivider must file the subdivision plat or sections thereof for recording in the Albany County Courthouse. Should the plat **not** be recorded within such time and **receipt of the recording sent to the Planning Commission, the Commission's approval of such subdivision plat or sections thereof shall become null and void.**
- H. The request for preliminary approval shall be accompanied by any required deeds, easements and/or bond for review and approval. Their effective date will be entered as the date of final approval.
- I. Any final subdivision approval shall become void:
  - (1) In the case of a major subdivision, if all required improvements have not been completed and certified as having been satisfactorily completed within one (1) year of the date of final approval.
  - (2) In the case of a minor subdivision, if no building permit has been issued within one (1) year of the date of final approval.



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## SUBDIVISION APPLICATION

1. Name and identifying title of subdivision: \_\_\_\_\_  
\_\_\_\_\_
2. Name or agent of subdivider:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
3. Professional engineer/licensed land surveyor:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_
4. Location of proposed subdivision: \_\_\_\_\_  
\_\_\_\_\_
5. Names and addresses of abutting owners: \_\_\_\_\_  
\_\_\_\_\_
6. General description of subdivision and estimated number of units: \_\_\_\_\_  
\_\_\_\_\_
7. We agree to comply with the village ordinances, subdivision regulations and Official Village Map as presently in force in the Village of Colonie:  
Signature of professional engineer  
or licensed land surveyor: \_\_\_\_\_  
Signature of subdivider: \_\_\_\_\_
8. Amount of fee accompanying this application: \_\_\_\_\_
9. The undersigned hereby requests review and approval by the Village of Colonie Planning Commission of the above-identified subdivision plat.  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

STATE OF NEW YORK  
COUNTY OF ALBANY ss::  
VILLAGE OF COLONIE

\_\_\_\_\_, being duly sworn, deposes and satys that he is the owner and/or developer of the subdivision is herewith submitted to the Village Planning Commission of the Village of Colonie, New York for its approval, pursuant to the Village law of the State of New York and other statues and ordinances in such cases made and provided.

That deponent has examined personally or has cause to be examined the records of the County of Albany relating to conveyances, deeds, will, etc., and has examined the assessment roll of the Town of Colonie and the Village of Colonie and has inspected the premises shown upon the aforesaid development map.

Deponent states that, from his examination of the aforesaid records and to deponent's actual knowledge, the map or plan as submitted herewith is true and correct in every detail and correctly sets forth the owners of adjoining lands.

That is the affidavit is made as an inducement to the Village of Colonie Planning Commission for approval of the aforesaid subdivision plat and is submitted at the public hearing held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_ day

Of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary

**Appendix C**  
**State Environmental Quality Review**  
**SHORT ENVIRONMENTAL ASSESSMENT FORM**  
**For UNLISTED ACTIONS Only**

**PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)**

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres    Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No    If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, list agency(s) name and permit/approvals: _____	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, list agency(s) name and permit/approvals: _____	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

**If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment**

**PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)**

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.  
 Yes  No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.  
 Yes  No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?  
 Yes  No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?  
 Yes  No If Yes, explain briefly:

**PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

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Name of Lead Agency
Date

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Print or Type Name of Responsible Officer in Lead Agency
Title of Responsible Officer

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Signature of Responsible Officer in Lead Agency
Signature of Preparer (If different from responsible officer)