



**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. **12 physical copies and an electronic version of the submission shall be submitted**, unless otherwise noted.

- 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.
- Application fee in accordance with Village of Colonie fee schedule.

**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 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 CONTS THE SAME AS GROUND FLOOR.

<u>DESCRIPTION:</u>	<u>COLUMN 1</u> <u>EXISTING</u> <u>CONDITIONS</u>	<u>COLUMN 2</u> <u>PROPOSED</u> <u>CHANGES</u>	<u>COLUMN 3</u> <u>TOTAL AFTER</u> <u>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.)	_____	_____	_____
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

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
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
- 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:

