



Peter G. Crummeey
Town Supervisor

Commercial Zoning Verification

Town of Colonie Building and Fire Services Department
Public Operations Center, 347 Old Niskayuna Road
Latham, New York 12110

Phone (518) 783-2706

www.colonie.org/departments/building

THIS APPLICATION IS FOR ZONING VERIFICATION FOR ANY COMMERCIAL PROJECT
FEES ARE DUE AT THE TIME OF APPLICATION
THIS FORM WILL BE ON FILE FOR 1 YEAR

Any proposal which requires a Town of Colonie Building and Zoning Permit or an approval issued by the Town of Colonie Planning Board/Department must first be reviewed by the zoning enforcement officer of the Town of Colonie to determine whether the proposal violates any provision(s) of the Town of Colonie Zoning Laws. The Officer’s determination is based solely upon the information submitted on/with this form and such determination is subject to review and change if the project is modified or further information becomes available at a subsequent date. The officer reserves the right to request further information as deemed necessary. A disapproval of the application by the zoning officer means the project, as designed, cannot proceed for the reasons provided. If you the applicant disagree with the zoning officer’s determination you may appeal said determination to the Town of Colonie Zoning Board of Appeals. A new Application for Zoning Verification may need to be submitted if the applicable zoning laws change before the proposed action is completed.

NOTE: IF OWNER IS NOT THE SIGNEE, THE SIGNEE SWEARS THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER AND THAT THE SIGNEE IS AUTHORIZED TO MAKE SUCH APPLICATION.

1. GENERAL INFORMATION:

CASE #Z_____

Address of site of proposed action:

Number Street City State Zip

Name of applicant_____

Address Number Street City State Zip

Applicant’s phone (W)_____ (Cell)_____

Email Address_____

Contact person _____

Email Address_____

Phone number (W)_____ (Cell)_____

Property owner(s)_____

Address Number Street City State Zip

2. Describe the present use of the building and property. (If vacant, so note and list last prior use & tenant).

3. APPLICANT’S PROPOSED ACTION:

A. Is the proposed action a:

☐ New building

☐ Addition

☐ Renovation

☐ Accessory Structure

☐ Other

☐ New tenant (business name)_____

☐ (Including Alterations)

☐ Change of use (new use) _____

☐ Temporary tent (Date tent will be erected)_____ (Date tent will be removed)_____

☐ Site change or other (describe below) _____

B. Proposed use (check where applicable):

☐ Office Warehouse / Storage

☐ Motor Vehicle Repair Shop

☐ Supermarket

☐ Massage

☐ Bank

☐ Fast Food Establishment

☐ Motor Vehicle Service Station

☐ Wholesale

☐ Messieur

☐ Retail

☐ Restaurant / Bar

☐ Motor Vehicle Sales

☐ Industrial

☐ Police Handout

☐ Bakery

☐ Convenience Food Store

☐ Mini Mart

☐ Day Care Child/Adult

☐ Hotel

☐ Personal Service Business

☐ Multifamily Dwelling

☐ Nightclub

☐ School

☐ Wireless Telecom Facility

☐ Place of Worship

☐ Other

C. DESCRIBED THE PROPOSED USE IN DETAIL IN A COMPLETE DESCRIPTIVE NARRATIVE.

OVER

4. Parcel is located in a _____ zoning district (refer to Town of Colonie Zoning Map)

5. SITE INFORMATION: IF THE APPLICANT PROPOSES ONLY A TENANT CHANGE, THIS SECTION MAY NOT BE REQUIRED TO BE COMPLETED. HOWEVER, THIS SECTION MUST BE COMPLETED AND TWO (2) COPIES OF THE PROPOSED SITE PLAN MUST BE SUBMITTED FOR ANY PROPOSAL WHICH INCLUDES A CHANGE OF USE, TEMPORARY TENT, ADDITION, ACCESSORY STRUCTURE OR NEW BUILDING.

A. TEMPORARY TENT: Plan may be hand drawn by the applicant and must depict the existing structure(s), if any, the proposed structure/tent, the lot layout, and all new and existing building setbacks.

B. MAJOR/MINOR OR NONCONFORMING COMMERCIAL SITE OR USE: Plan must be drawn by a licensed N.Y.S. engineer, architect, surveyor or landscape architect and have upon it; the address of the property, all easements, area of the parcel, abutting public highways, frontage of the lot on public highway, all building setback dimensions, the proposed structure, parking, building heights, and all zoning districts within 300 feet of the site. In OR, COR, HCOR and NCOR zoning districts, the site plan must show existing buildings and front yard setback dimensions for abutting properties on each side.

NOTE: MAJOR/MINOR/NONCONFORMING USE Site Development Proposals are defined in the Town of Colonie Land Use Law Section 190-11(A)(B).

C. Area of Property: _____ acres and _____ square feet Lot Size width _____ depth _____
Length of property on a developed street _____ feet
Is this a corner lot? Yes _____ No _____ Frontage on each street _____ ft. _____ ft.
Is this a through lot? Yes _____ No _____ Frontage on each street _____ ft. _____ ft.

Building setbacks:	<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
Front yard	_____ ft.	_____ ft.	Right side yard	_____ ft. _____ ft.
Rear/Front yard	_____ ft.	_____ ft.	Left side yard	_____ ft. _____ ft.

Existing Building Height (at peak) _____ ft. ____ stories New Building Size: Length _____ ft. Width _____ ft.
Proposed Building Height (at peak) _____ ft. ____ stories Density Sq. Ft. per acre _____ Units per acre _____

Gross floor area: existing _____ sq. ft. proposed _____ sq. ft. total _____ sq. ft.

6. SIGNATURE OF APPLICANT _____
PRINTED OR TYPED APPLICANT NAME _____ DATE _____

If DISAPPROVED “Such appeal shall be taken within sixty days after the filing in the town clerk’s office of any order, requirement, decision, interpretation or determination of the administrative official charged with the enforcement of such ordinance or local law, from which the appeal is taken”.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX FOR OFFICIAL USE ONLY XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

I, _____ zoning officer of the Town of Colonie do hereby find that the proposed action as described above and any attachments hereto,

IS IN ACCORDANCE _____ APPROVED DATE _____
SIGNATURE OF ZONING OFFICER

IS NOT IN ACCORDANCE _____ DISAPPROVED DATE _____
SIGNATURE OF ZONING OFFICER

with Chapter 190 of the Colonie Land Use Law that is effective as of this date.

TO THE APPLICANT: THIS IS NOT A BUILDING AND ZONING PERMIT. IF YOU WISH TO PROCEED, PLEASE SUBMIT AN APPLICATION FOR THE FOLLOWING:

- ☐ BUILDING AND ZONING PERMIT APPLICATION (Building Department)
- ☐ APPLICATION FOR ZONING VARIANCE OR INTERPRETATION (Building Department)
- ☐ APPLICATION FOR PLANNING DEPT. APPROVAL (Planning and Economic Development)
- ☐ SPECIAL USE PERMIT USE _____

Variance/SUP granted on property _____	Yes ☐	No ☐	Parcel in/near a wetland	Yes ☐	No ☐
Variance # _____			Parcel in/near a flood plain	Yes ☐	No ☐
Is existing use nonconforming	Yes ☐	No ☐	Watercourse on/near the property	Yes ☐	No ☐

YES NO VIOLATION - CHAPTER 190-118 (BUILDING PERMITS REQUIRED)
CONSTRUCTION STARTED WITHOUT OBTAINING BUILDING AND ZONING PERMIT

Major Zoning Verification ☐ Fee Paid _____

Minor Zoning Verification ☐ Fee Paid _____

Other Zoning Verification ☐ Fee Paid _____

All fees are non-refundable