TOWN OF COLONIE
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
PUBLIC OPERATIONS CENTER
347 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-2289
PHONE (518) 783-2741 FAX (518) 783-2888
Planning Board Agenda (518) 783-1511

Approval # _____

CHANGE IN TENANT/CHANGE IN USE/TEMPORARY TENT APPLICATION

An approved "Application for Zoning Verification" and all attachments thereto, including any approved plan, must be submitted with this form.

This form is to apply for site plan approvals from the Planning and Economic Development Department for proposals consisting of a change of tenant or a change in use; or the set up of a temporary tent.

ADDRESS OF SITE: _____
Number Street

Name of Business/Tenant: _____

_____
APPLICANT'S NAME* Date

Address _____
Number Street City State Zip

PhoneNo: _____ Fax #: _____ Email: _____

_____
APPLICANT'S SIGNATURE* PRINT OR TYPE NAME SIGNED

* Applicant must be either the owner of the property to be developed or used, or be a party with a purchase agreement for the property. A copy of the purchase agreement must be attached.

CONTACT PERSON: _____

Address _____
Number Street City State Zip

PhoneNo: _____ Fax #: _____ Email: _____

DESCRIPTION OF PROJECT:

Describe the proposed use in detail: # of employees _____; Floor area to be used _____

Days & hours of operation _____; # of parking spaces _____

Specific activities of proposed use _____

_____

_____

Will site or building exterior be changed in any way? (addition, parking expansion, facade, lighting, etc.) _____

_____

_____

If change of tenant:

Name of previous tenant/business: _____

Specific activities of previous use _____

_____

If a restaurant or barroom:

# of seats _____ If live and/or outdoor entertainment is proposed, what type? _____

If temporary tent:

Set up and Removal Dates: _____

Purpose of proposed tent: _____

OFFICIAL USE ONLY

Fee Amount: _____ Date Paid: _____ Receipt #: _____

___ **APPROVED** ___**CONDITIONALLY APPROVED** ___ **DENIED**

☐ Per Planning and Economic Development Department ☐ Per Planning Board Decision on _____

Signature of P.E.D.D. Official _____ Date _____

Approval shall be valid until _____

☐ Sitework must be completed prior to the Planning and Economic Development Department's sign off for C.O.
☐ Sitework is complete - Planning and Economic Development Department has no objection to issuance of C.O.