

# TOWN OF GUILDERLAND

## CHECKLIST FOR SPECIAL USE PERMIT

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**RETURN TO:**  
**ZONING ADMINISTRATOR**  
**PO BOX 339**  
**GUILDERLAND, NY 12084**  
**(518) 356-1980**

**FEES:**  
**COMMERCIAL - \$500**  
**RESIDENTIAL - \$100**  
**(payable at time of submittal**  
**to Town of Guilderland)**

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**APPLICANT INFORMATION:**

**Name:** Columbia Development Companies  
**Address:** 302 Washington Avenue Extension  
Albany, New York      **Zip:** 12203  
**Daytime Phone #:** (518) 862-9133  
**Date:** December 14, 2023

**PROPERTY INFORMATION:**

**Owner:** Crossgates Releaseco, LLC  
**Location:** 4 Crossgates Mall Road  
**Tax Map #:** 52.14-1-15, 16, 17, 18, 19  
Portion of 52.14-1-10, 52.01-1-6, 52.14-1-32  
**Zoning:** Transit Oriented Development  
**Acreage:** 8.40 Acres

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**TO BE SUBMITTED:**

1. 12 copies of application form
2. 12 copies of SEQRA form
3. Copy of conditional purchase contract or rental agreement if applicable
4. 12 copies of the project narrative containing the following: detailed description of the use, hours of operation, # of employees, type of deliveries, etc.
5. 12 copies of plat plan FOLDED which should include: side, front and rear setbacks, all existing buildings, location of proposed construction, total size of parcel, elevations, parking layout, lighting layout, sidewalks and monuments, street and curb cuts, sanitary system and water course, drainage system, delineated wetlands, planting and green area plans including fencing/buffer area boundaries.

**OTHER AGENCY APPROVALS AS REQUIRED:**

1. Town Water and Wastewater Management – 456-6474
2. Town Highway Department – 861-5108
3. NYS Department of Transportation – 765-2841
4. Albany County Health Department – 447-4631
5. Albany County Planning Board – 447-5660
6. NYS DEC Region IV – 357-2044
7. Pine Bush Commission – 464-6496

APPLICATION AND APPEAL TO THE ZONING BOARD OF APPEALS  
FOR A VARIANCE, SPECIAL USE PERMIT OR AN INTERPRETATION  
OF THE ZONING ORDINANCE OR ZONING MAP

To Zoning Administrative Officer  
Of the Town of Guilderland

Date: December 14, 2023

To the Zoning Board of Appeals  
Of the Town of Guilderland

I, Richard A. Rosen of Columbia Development Companies  
hereby appeal from the decision of the Zoning Administration Officer on my application for  
zoning permit and hereby apply to the Zoning Board of Appeals for:

- An interpretation of the Zoning Ordinance or Zoning Map  
 A Special Use Permit under the Zoning Ordinance or Zoning Map  
 A Variance to the Zoning Ordinance or Zoning Map

1. Location of property  
Address: 4 Crossgates Mall Road (Proposed) Zoning: TOD

2. Interpretation of the Zoning Ordinance is requested because:

3. Special Use Permit required for the following type of use:

A Medical Office Building with a building footprint of 40,000 square feet and a gross  
building area of 120,000 square feet.

\* 4. Variance to the Zoning Ordinance is requested for:

Parking requirements for a Medical Office Building. Parking summary for the requested  
Parking Variance attached.

**\* Applicant shall complete form outlining conditions from Section 267-b of New York  
State Town Law pertaining to area variances.**

**The applicant hereby certifies that he is the owner of record of the above property or has  
been duly authorized in writing by the owner of record to make this application.**

  
Signature of applicant