



City of Albany  
 Department of Planning and Development  
 200 Henry Johnson Boulevard  
 Albany, New York 12210

FOR STAFF USE ONLY	
Date Submitted:	Fee Paid:
Date Complete:	Staff:
Project #:	DPR #:

# Development Plan Review Application Form

## Part 1. Application Notes

Development plan review is performed to assure a proposed development conforms to the standards in the USDO, the Comprehensive Plan and any other applicable provisions of the City code. There are two types of development plan review; this application is used for both types. Check the box by development plan review type below to indicate which type is requested by this application:

- Minor Development Plan Review: The proposed development meets the applicability criteria in Section 375-5(E)(4)(a) of the USDO.  
*Note: The Chief Planning Official decides a minor development plan review but may refer the application to the Planning Board if it is unusually large or complex, or may create significant adverse impacts on the surrounding area.*
- Major Development Plan Review: The proposed development meets the applicability criteria in Section 375-5(E)(14)(a) of the USDO.  
*Note: A pre-application meeting is available upon request prior to submitting this application.*

## Part 2. Property Information

Project Address:	Tax ID Number(s):
Present use of the Property ( <i>Select from uses listed in Table 375-3-1, Permitted Use Table, in Section 375-3(B) of the USDO</i> ):	

## Part 3. Project Description

Project Name:	Project Cost (Anticipated): \$
Proposed Use of the Site ( <i>Select from uses listed in Table 375-3-1, Permitted Use Table, in Section 375-3(B) of the USDO</i> ):	
Estimated Construction:    Start Date:	Occupancy Date:
Indicate the Type of Work: <input type="checkbox"/> New Construction <input type="checkbox"/> New Construction, Addition <input type="checkbox"/> Renovation, Change in Use <input type="checkbox"/> Demolition <input type="checkbox"/> Change in Use Only <input type="checkbox"/> Parking Lot or Site Alteration	

Project Description:

## Part 4. Site Development Information

A. Floor Area	Existing	Proposed
First Floor Building Area	_____ Square Feet	_____ Square Feet
Total Gross Floor Area	_____ Square Feet	_____ Square Feet
Existing Gross Floor Area to be Razed	_____ Square Feet	
Existing Gross Floor Area to be Retained	_____ Square Feet	
Retained Gross Floor Area to be Renovated		_____ Square Feet
Gross Floor Area to be Constructed		_____ Square Feet
Building Footprint (gross floor area)		_____ Square Feet



4. If Yes to the first or second statement in Item 3 above, then identify the type of property where the sewer mains and/or water lines will be constructed:

- Public Property, Existing City Street       Public Property, New City Street to be constructed as part of the development/project  
 Private Property       Not Applicable

**F. Work in and Around City Rights-of-Way**

1. Please indicate all items below that apply to the proposed work:

- Applicant requests to change or designate the name of a City Street  
 The proposed work includes a private structure (e.g., deck, porch, awning, sign, fence, etc.) encroaching on a City dedicated right-of-way  
 Modification or reconstruction of City curbs  
 Design and construction of a new street where the Applicant will request the City to accept ownership of the street  
 Applicant requests the City to vacate an existing City street/sidewalk so the Applicant can use the property for private development  
 The proposed work will create an obstruction of traffic on City rights-of-way  
 The proposed work includes the excavation of a City street or sidewalk  
 The proposed work includes the placement of a demolition dumpster in a City right-of-way  
 The proposed work includes the addition, deletion, and/or relocation of City street lights in a City right-of-way

**Part 5. Submittal Requirement Checklist**

	Required Document	Hard Copies	Electronic Submission (.pdf) (Required Document Name)
<b>A. Required for All Development Plan Review Applications</b>			
<input type="checkbox"/>	Master Development Application (Signed by the property owner or Authorized Agent)	2	01_Master_Application_Form
<input type="checkbox"/>	Development Plan Review Application Form	2	02_Development_Plan_Review_Form
<input type="checkbox"/>	Color photographs of the property in context with surrounding properties, on printed paper	2	04_Photos
<input type="checkbox"/>	Survey (A boundary and topographical survey, sealed by an Engineer or Surveyor)	2	05_Survey
<input type="checkbox"/>	Existing conditions plan showing any existing lot lines, with lot dimensions, existing buildings, driveways, parking, landscaping, and utility locations	5	06_Existing_Conditions_Plan
<input type="checkbox"/>	Site plan on 24" x 36" sheet and drafted at a scale that best conveys the development (1"=50", 1"=100", or 1"=200")	5	06_Site_Plan
<input type="checkbox"/>	Construction Detail Drawings (i.e., paving, grading, and drainage plans, water/sewer plans, landscape plans, etc.)	5	07_Construction_Detail_Drawings
<input type="checkbox"/>	Floor plan, drawn to scale	3	07_Floor_Plan
<input type="checkbox"/>	Elevations are required for all new buildings	2	08_Elevations
<input type="checkbox"/>	Application fee as established in the Albany Fee Schedule identified in Appendix __ of the Albany Administrative Manual.	1	N/A
<b>B. Voluntary or Upon Request</b>			
<input type="checkbox"/>	Environmental Assessment Form as required by SEQR	2	09_EAF
<input type="checkbox"/>	Project Narrative	2	10_Project_Narrative
<input type="checkbox"/>	Water/Sewer Engineering Report	2	11_Water_Sewer_Report
<input type="checkbox"/>	Storm Water Management Report	2	12_Storm_Water_Report
<input type="checkbox"/>	Traffic Study	2	13_Traffic_Study
<input type="checkbox"/>	Maintenance of Traffic Plan	2	14_Maintenance_Traffic_Plan
<input type="checkbox"/>	Geotechnical Report	2	15_Geotechnical_Report
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	2	[##]_[Document_Name]