

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

Development Plan Review Application Form

	Pa	art 1. Applicatio	n 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 de	evelopment meets th	e applicability criteria i	n Section 375-5(E)(14)(a) of the USDO.
Note: A pre-application	meeting is available upon reque	est prior to submitting	g this application.		
	Part	t 2. Property Inf	ormation		
Project Address:			Tax ID Number(s):		
Present use of the Property (Select from uses listed in Table 3	775-3-1, Permitted Use	L Table, in Section 375-3(B) of the USDO):	
	Pai	rt 3. Project Des	cription		
Project Name:	Project Name: Project Cost (Anticipated): \$				
Proposed Use of the Site (Sea	lect from uses listed in Table 375-	-3-1, Permitted Use Ta	ble, in Section 375-3(B)	of the USDO):	
Estimated Construction:	Start Date:	С	Occupancy Date:		
ndicate the Type of Work: New Construction New Construction, Addition Renovation, Change in Use Demolition Change in Use Only Parking Lot or Site Alteration				☐ Demolition	
Project Description:					
Part 4. Site Development Information					
A. Floor Area		Exi	sting	Propo	
First Floor Building Area		-	Square Feet		Square Feet
Total Gross Floor Area		-	Square Feet		Square Feet
Existing Gross Floor Area to b	pe Razed	-	Square Feet		
Existing Gross Floor Area to b	pe Retained	_	Square Feet		
Retained Gross Floor Area to	be Renovated				Square Feet
Gross Floor Area to be Const	ructed				Square Feet
Building Footprint (gross floc	or area)				Square Feet

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Form Updated: May2017

B. Use Information	Existing		Proposed	
Total Number of Dwelling Units	Dwelling Units Dwelling Un		Dwelling Units	
Non-Residential Use(s) Floor Area (List Type below)				
a.	_	Square Feet		Square Feet
b.	_	Square Feet	Square Feet	
c.	_	Square Feet	Square Feet	
C. Dimensional Information - Complete for all Zoning Districts				
1. Proposed Number of New Structures or Building Additions:				
	Exis	sting	Prope	osed
2. Height	Feet	Stories	Feet	Stories
Primary Building Height				
Addition or Extension Height				
Accessory Building(s) Height (List Type below)				
a.				
b.				
c.				
	Existing		Proposed	
3. Parking and Loading	Total Spaces	ADA Spaces	Total Spaces	ADA Spaces
On-Site Automobile Parking Spaces				
On-Site Surface Parking Spaces				
Number of Bicycle Parking Spaces				
Off-Street Loading				
4. Lot Information				
Lot Area	Square Feet Square Feet			Square Feet
Impervious Lot Coverage	Percent Percent			
D. Other Project Information				
1. Indicate all items that will be part of the proposed work: N/A Demolition HVAC (Interior) HVAC (Exterior) □ Electrical □ Fire Alarm □ Fire Protection/Sprinklers □ Deck Construction □ Commercial Cooking Hood □ Sign				
2. Indicate all items that pertain to any work proposed on private plumbing: (i.e., plumbing between a public sewer or water line and a building, including plumbing inside the building) Repair or Replace Existing Plumbing New Construction of Plumbing No Plumbing Work is Proposed				
E. Water and Sewer Information				
(Note: The term "sewer" refers to sanitary sewers, storm sewers, and combined sewers owned by the City of Albany.) 1. Indicate the number of each of the following sewer and/or water items that will be part of the proposed work:				
New Water Service (Connection) Termination of Existing Water Service Tap(s)			ap(s)	
New Sewer Service (Connection)Termination of Existing Sewer Service Tap(s)				
2. Will the proposed work change the current water consumption and sewer discharge of the building or site?				
3. Check one of the boxes below to indicate the status of main water and sewer lines if the development includes the construction of main lines:				
☐ Applicant requests Albany Water and Sewer Department to accept ownership of the sewer mains and/or water lines ☐ Applicant retains private ownership of sewer mains and/or water lines				
☐ Not applicable (Development does not include construction of sewer mains and/or water lines)				
Not applicable (Development does not include construction of sewer mains and/or water lines)				

	s to the first or second statement in Item tructed:	3 above, then identify the type of	of property where the	sewer mains and/or water lines will be				
□ P	ublic Property, Existing City Street	operty, Existing City Street Public Property, New City Street to be constructed as part of the development/project						
□ P	rivate Property	☐ Not Applicable						
F. Work in and Around City Rights-of-Way								
1. Pleas	se indicate all items below that apply to t	the proposed work:						
	pplicant requests to change or designate	e the name of a City Street						
□т	he proposed work includes a private stru	ucture (e.g., deck, porch, awning,	sign, fence, etc.) encr	oaching on a City dedicated right-of-way				
	Modification or reconstruction of City cur	bs						
	esign and construction of a new street w	where the Applicant will request t	he City to accept own	ership of the street				
	pplicant requests the City to vacate an e	xisting City street/sidewalk so the	e Applicant can use th	e property for private development				
□т	he proposed work will create an obstruc	tion of traffic on City rights-of-wa	ау					
□т	he proposed work includes the excavation	on of a City street or sidewalk						
□т	he proposed work includes the placemen	nt of a demolition dumpster in a	City right-of-way					
□т	he proposed work includes the addition,	deletion, and/or relocation of Ci	ty street lights in a Cit	y right-of-way				
		Part 5. Submittal Requi	rement Checkli					
	Required Doc	ument	Hard Copies	Electronic Submission (.pdf) (Required Document Name)				
	A. Required for All Development Plan Review Applications							
	Master Development Application (Signe Authorized Agent)	ed by the property owner or	2	01_Master_Application_Form				
	Development Plan Review Application I	Form	2	02_Development_Plan_Review_Form				
	Color photographs of the property in coproperties, on printed paper	ontext with surrounding	2	04_Photographs				
	Survey (A boundary and topographical or Surveyor)	survey, sealed by an Engineer	2	05_Survey				
	Existing conditions plan showing any ex dimensions, existing buildings, drivewa utility locations	ys, parking, landscaping, and	5	06_Existing_Conditions_Plan				
	Site plan on 24" x 36" sheet and drafted the development (1"=50", 1"=100", or	1"=200")	5	06_Site_Plan				
	Construction Detail Drawings (i.e., pavi plans, water/sewer plans, landscape pla		5	07_Construction_Detail_Drawings				
	Floor plan, drawn to scale	n to scale 3 07_Floor_Plan						
	Elevations are required for all new build	are required for all new buildings 2 08_Elevations						
	Application fee as established in the All Appendix of the Albany Administrati		1	N/A				
B. Voluntary or Upon Request								
	Environmental Assessment Form as rec	juired by SEQR	2	09_EAF				
	Project Narrative		2	10_Project_Narrative				
	Water/Sewer Engineering Report		2	11_Water_Sewer_Report				
	Storm Water Management Report		2	12_Storm_Water_Report				
	Traffic Study		2	13_Traffic_Study				
	Maintenance of Traffic Plan		2	14_Maintenance_Traffic_Plan				
	Geotechnical Report		2	15_Geotechnical_Report				
	Any additional information determined Planning Official	to be necessary by the Chief	2	[##]_[Document_Name]				