



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 #:	CUP #:

# Conditional Use Permit Application Form

## Part 1. Application Notes

A Conditional Use Permit is required for a property with a proposal for a use listed in the Permitted Use Table in Section 375-3(B) as a conditional use for a zone district. Conditional uses are those uses that have potential unforeseen impacts or unique form and require a careful case-by-case review of their location, design, configuration and impact to determine the desirability of permitting their establishment on any particular site.

1. The Planning Board reviews the application and makes its decision based on the standards in Section 375-5(E)(16)(c).
2. The Planning Board may impose conditions to ensure that the proposed use meets these standards and any other applicable provisions of the USDO.
3. A public hearing is required for all conditional use permit applications.
4. If approved, the conditional use is approved only for the portions of the property specified in the application.
5. In addition to meeting the requirements of the USDO, the proposal may be subject to other City ordinances, including but not limited to Chapter 133 (Building Construction), and may be subject to disapproval if not proposed in compliance with these articles.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

## Part 2. General Information

Proposed Conditional Use:

Building Area to be Occupied (sq. ft.):

Outdoor Site Area to be Occupied (sq. ft.):

Other Uses at the Site:

Has any portion of the land been the subject of a conditional use permit previously?  Yes  No

If yes, state the case number(s) of the conditional use approval(s):

## Part 3. Project Description

Project Description (*Describe what the proposed use is and how it will operate, including hours and days of operation, number of employees, number of clients, parking and loading requirements, etc.*):

Number of Employees:

Maximum Occupancy:

Hours of Operation:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

County Permit(s) Required:

State Permit(s) Required:

Federal Permit(s) Required:

## Part 4. Consistency with Neighborhood and Development Pattern

A. Describe why the proposed location was chosen for the establishment of the conditional use being sought:

B. Describe how the proposed use is consistent with the existing and planned development within the immediate area:

### Part 5. Fiscal and Environmental Impacts

A. Describe the nature, scope and duration of work to be undertaken in order to establish the use:

B. Describe any impacts the proposed conditional use will have upon the adjacent properties, and if and how they will be mitigated:

C. Indicate any of the following operational characteristics (from Section 375-4(J)(1), Operating Standards) that will be generated by the proposed use (check all that apply):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Electromagnetic radiation | <input type="checkbox"/> Emissions                    | <input type="checkbox"/> Glare             |
| <input type="checkbox"/> Hazardous materials       | <input type="checkbox"/> Materials and waste handling | <input type="checkbox"/> Noise             |
| <input type="checkbox"/> Odors                     | <input type="checkbox"/> Vibration                    | <input type="checkbox"/> Smoke             |
|  |   | <input type="checkbox"/> Nuclear Radiation |
|  |   | <input type="checkbox"/> N/A               |

For all checked boxes please describe the source, and explain how it will be mitigated as part of this application.

D. Describe the volume of refuse expected to be generated by the use, and the means of storage and disposal:

E. Are there any public funds from any source being used to improve the site or for the operation of the conditional use?

F. Are any unplanned public infrastructure or service improvements required as a result of an approval of the proposed conditional use (e.g., street repaving, sewer upgrade, storm drainage improvements, etc.)?

G. Indicate whether there is an increase or decrease in impervious surface area as a result of the proposal:

### Part 6. District and Use Standards

A. Explain how the proposed conditional use is consistent with the purposes and objectives of the zone district in which it is located:

B. Describe how the use complies with the Use Specific Standards applicable to that use, as enumerated in Section 375-3(C) of the USDO:

### Part 7. Public Impact

A. Will the proposed use generate any unique or elevated need for police, fire or emergency services?

B. Describe the type of traffic the use is expected to generate and indicate which days and between what hours the peak period of use occurs.

C. Describe if the use will be served by commercial delivery vehicles, the anticipated number of deliveries per day and where the vehicles will park:

D. Indicate the type of parking facilities available to the use and if off-site, the distance from the property:

E. Describe any proposed changes to curb cuts, streets, sidewalks and connections to public spaces (*e.g., removal of curb cuts, improving crosswalks, installation of wider sidewalks, removal of any sidewalk, etc.*):

F. Describe how building entrances are connected to sidewalks, parking areas, and other pedestrian facilities:

G. Describe any changes that are required to bring the property into compliance with the ADA Standards for Accessible Design:

H. Are there any planned changes to utility provisions (water, sewer, electric, etc.)?

### Part 8: Necessity and Desirability of Service

A. Describe how the proposed use is in the interest of the public convenience:

B. Describe any similar or identical uses in the area, their size and location:

C. Please indicate any positive public health and safety impacts or improvements of the proposed use:

### Part 9: Submittal Requirement Checklist

	Required Documents	Hard Copies	Electronic Submission (.pdf) (Required Document Name)
<b>A. Required for All Conditional Use Permit Applications</b>			
<input type="checkbox"/>	Master Application Form	2	01_Master_Application_Form
<input type="checkbox"/>	Conditional Use Permit Application Form	2	02_Conditional_Use_Permit_Form
<input type="checkbox"/>	Color photographs of the property in context with surrounding properties, on printed paper	2	03_Photos
<input type="checkbox"/>	Site plan on 24" x 36" sheet and drafted at a scale that best conveys	5	04_Site_Plan

	any proposed changes to the site (1"=50", 1"=100", or 1"=200")		
<input type="checkbox"/>	Floor plan, drawn to scale	3	05_Floor_Plan
<input type="checkbox"/>	Elevations for all new buildings and additions	2	06_Building_Elevation
<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	07_EAF
<input type="checkbox"/>	Project Narrative	2	08_Project_Narrative
<input type="checkbox"/>	Business plan	2	09_Business_Plan
<input type="checkbox"/>	Water/Sewer Engineering Report	2	10_Water_Sewer_Report
<input type="checkbox"/>	Storm Water Management Report	2	11_Storm_Water_Report
<input type="checkbox"/>	Traffic Study	2	12_Traffic_Study
<input type="checkbox"/>	Federal, state, county, or local licensing paperwork	2	13_Licensing_Paperwork
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	2	[##_][Document Name]