

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

Pa	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.						
\Box Major Development Plan Review: The proposed de	evelopment meets the 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 this application.					
	t 2. Property Information					
Project Address:	Tax ID Number(s):					
Present use of the Property (Select from uses listed in Table 375-3-1, Permitted Use Table, in Section 375-3(B) of the USDO):						
Pa	rt 3. Project Description					
Project Name:	Project Cost (Anticipated): \$				
Proposed Use of the Site (Select from uses listed in Table 375-	-3-1, Permitted Use Table, in Section 375-3(B)	of the USDO):				
Estimated Construction: Start Date:	Occupancy Date:					
	□ New Construction, Addition □ Renovation, Change in Use □ Demolition □ 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				

B. Use Information	Existing		Proposed		
Total Number of Dwelling Units	Dwelling Units		Dwelling Units		
Non-Residential Use(s) Floor Area (List Type below)					
a.	_	Square Feet		Square Feet	
b.		Square Feet		Square Feet	
с.		Square Feet		Square Feet	
C. Dimensional Information - Complete for all Zoning District	s				
1. Proposed Number of New Structures or Building Additions:					
	Exi	sting	Proposed		
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 Constructi	on 🗌 Commercia	al 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 course owned	by the City of Albany			
1. Indicate the number of each of the following sewer and/or			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)				p(s)	
2. Will the proposed work change the current water consumption and sewer discharge of the building or site? \Box Yes \Box No					
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					
\square Not applicable (Development does not include construction of sewer mains and/or water lines)					

	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:							
П Р	ublic Property, Existing City Street	Public Property, New City S	treet to be constructe	d as part of the development/project				
□ P	Private Property Over Development, project							
F. Worl	F. Work in and Around City Rights-of-Way							
1. Pleas	e indicate all items below that apply to th	e proposed work:						
- A -	pplicant requests to change or designate	the name of a City Street						
ПТ	he proposed work includes a private struc	cture (e.g., deck, porch, awning,	sign, fence, etc.) encr	oaching on a City dedicated right-of-way				
	Modification or reconstruction of City curbs							
	\Box Design and construction of a new street where the Applicant will request the City to accept ownership of the street							
	pplicant requests the City to vacate an ex	isting City street/sidewalk so th	e Applicant can use th	e property for private development				
Пт	he proposed work will create an obstructi	on of traffic on City rights-of-wa	ау					
Пт	he proposed work includes the excavatior	n of a City street or sidewalk						
Пт	he proposed work includes the placement	t of a demolition dumpster in a	City right-of-way					
Пт	he proposed work includes the addition, o	deletion, and/or relocation of Ci	ity street lights in a Cit	y right-of-way				
	P	art 5. Submittal Requi	rement Checkli	st				
	Required Docu	ment	Hard Copies	Electronic Submission (.pdf) (Required Document Name)				
	A. Required for All Develop	ment Plan Review App	lications					
	Master Development Application (Signed Authorized Agent)	d by the property owner or	2	01_Master_Application_Form				
	Development Plan Review Application Fo	orm	2	02_Development_Plan_Review_Form				
	Color photographs of the property in cor properties, on printed paper	ntext with surrounding	2	03_Photographs				
	Survey (A boundary and topographical su or Surveyor)		2	04_Survey				
	Existing conditions plan showing any exis dimensions, existing buildings, driveways utility locations		5	05_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., paving plans, water/sewer plans, landscape plan		5	07_Construction_Detail_Drawings				
	Floor plan, drawn to scale		3	08_Floor_Plan				
	Elevations are required for all new buildi	ngs	2	09_Elevations				
	Application fee as established in the Alba Appendix of the Albany Administrativ		1	N/A				
	B. Voluntary or Upon Reque	est	-					
	Environmental Assessment Form as requ	ired by SEQR	2	10_EAF				
	Project Narrative		2	11_Project_Narrative				
	Water/Sewer Engineering Report		2	12_Water_Sewer_Report				
	Storm Water Management Report		2	13_Storm_Water_Report				
	Traffic Study		2	14_Traffic_Study				
	Maintenance of Traffic Plan		2	15_Maintenance_Traffic_Plan				
	Geotechnical Report		2	16_Geotechnical_Report				
	Any additional information determined t Planning Official	o be necessary by the Chief	2	[##]_[Document_Name]				