



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 (Select from uses listed in Table 375-3-1, Permitted Use Table, in Section 375-3(B) of the USDO):

Part 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: _____

Indicate the Type of Work: New Construction New Construction, Addition Renovation, Change in Use Demolition
 Change in Use Only 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)
A. Required for All Development Plan Review Applications			
<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	03_Photos
<input type="checkbox"/>	Survey (A boundary and topographical survey, sealed by an Engineer or Surveyor)	2	04_Survey
<input type="checkbox"/>	Existing conditions plan showing any existing lot lines, with lot dimensions, existing buildings, driveways, parking, landscaping, and utility locations	5	05_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	08_Floor_Plan
<input type="checkbox"/>	Elevations are required for all new buildings	2	09_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. Voluntary or Upon Request			
<input type="checkbox"/>	Environmental Assessment Form as required by SEQR	2	10_EAF
<input type="checkbox"/>	Project Narrative	2	11_Project_Narrative
<input type="checkbox"/>	Water/Sewer Engineering Report	2	12_Water_Sewer_Report
<input type="checkbox"/>	Storm Water Management Report	2	13_Storm_Water_Report
<input type="checkbox"/>	Traffic Study	2	14_Traffic_Study
<input type="checkbox"/>	Maintenance of Traffic Plan	2	15_Maintenance_Traffic_Plan
<input type="checkbox"/>	Geotechnical Report	2	16_Geotechnical_Report
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	2	[##]_[Document_Name]