

FOR STAFF USE ONLY	
Project #:	DPR #:
DPR Classification Type: <input type="checkbox"/> Minor <input type="checkbox"/> Major	

DEVELOPMENT PLAN APPLICATION

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 either.

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 may review minor development plan review or 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):
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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): \$33,500,000
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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: ___/___/___
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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
B. Use Information	Existing	Proposed
Total Number of Dwelling Units	_____ Dwelling Units	_____ Dwelling Units
Non-Residential Use(s) Floor Area (List Type below)		
	_____ Square Feet	_____ Square Feet
	_____ Square Feet	_____ Square Feet
	_____ Square Feet	_____ Square Feet

C. Dimensional Information - Complete for all Zoning Districts

1. Proposed Number of New Structures or Building Additions: 1

	Existing		Proposed	
	Feet	Stories	Feet	Stories
2. Height				
Primary Building Height				
Addition or Extension Height				
Accessory Building(s) Height <i>(List Type below)</i>				
	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: 40,097		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)
 _____ 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? Yes 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
- 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)

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

E. 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 6. 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)	1	Master Form
<input type="checkbox"/>	Owner Consent Form	1	Owner Consent
<input type="checkbox"/>	Development Plan Review Application Form	1	DPR
<input type="checkbox"/>	Color photographs of the property in context with surrounding properties, on printed paper	1	Photos
<input type="checkbox"/>	Survey (A boundary and topographical survey, sealed by an Engineer or Surveyor)	5	Survey [YYYY] [DD] [MM]
<input type="checkbox"/>	Site plan and construction detail drawings (i.e., paving, grading, and drainage plans, water/sewer plans, landscape plans, etc.) on 24" x 36" sheet and drafted at a scale that best conveys the development (1"=50', 1"=100', or 1"=200')	5	Site Plan [YYYY] [DD] [MM]
<input type="checkbox"/>	Floor plan, drawn to scale	1	Floor Plan [YYYY] [DD] [MM]
<input type="checkbox"/>	Elevations are required for all new buildings	1	Site Plan [YYYY] [DD] [MM]
<input type="checkbox"/>	Application fee as established in the Albany Fee Schedule (see Part 7), payable to <i>Treasurer, City of Albany</i>		
B. Voluntary or Upon Request			
<input type="checkbox"/>	Environmental Assessment Form as required by SEQR	1	EAF
<input type="checkbox"/>	Project Narrative	1	Project Narrative
<input type="checkbox"/>	Water/Sewer Engineering Report	1	Water Sewer Report
<input type="checkbox"/>	Storm Water Management Report	1	Storm Water Report
<input type="checkbox"/>	Traffic Study	1	Traffic Study
<input type="checkbox"/>	Maintenance of Traffic Plan	1	Maintenance Traffic Plan
<input type="checkbox"/>	Geotechnical Report	1	Geotechnical Report
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1	[Document Name]

*Electronic document submissions shall be sent via email to planning@albanyny.gov, USB Flash Drive or by another medium approved by the City of Albany Planning Staff. CD and DVD submissions will no longer be accepted.

Part 7. City of Albany Fee Schedule

Type of Application	Fee
Development Plan Review – Non-Residential (includes multifamily development)	Base Fee: \$300 Per additional 1,000 square feet of new construction (parking structures excluded): \$50 Per 1,000 square feet of renovated space: \$20 Per new parking space: 1-10 spaces: \$75 11-50 spaces: \$150 51-100 spaces: \$300 101-500 spaces: \$600 510-1,000 spaces: \$1,200 1,001 + spaces: \$2,400
Development Plan Review – Residential Subdivision	Base Fee: \$200 Per residential lot: \$50 Per new parking space: \$20