



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: Funeral Home

Building Area to be Occupied (sq. ft.): 2388 s/f

Outdoor Site Area to be Occupied (sq. ft.): 7612 s/f

Other Uses at the Site: N/a

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.):

Property is to be used as a Funeral Home. A small area at the rear of the property shall be used for embalming body's and preparing them for viewing in a separate area of the building. There will be restrooms for use by visitors and employees. A separate section shall be devoted to a private office and conference room to meet with customers.

The parking area will be used for parking funeral and procession vehicles. Initial number of employees shall be 1-2. Funeral parlors, given their use are typically available for services 7 days and evenings per week. Evening services typically end about 8:00 pm. Except for days of a burial, viewing shall usually be between 4:00 PM and 8:00 PM. Days of a church service and burial will generally convene at 9:00 AM with processions commencing a short time thereafter.

Periodically, coffins will be delivered and received at the receiving area at the rear of the building.

Number of Employees: 1-2

Maximum Occupancy: as permitted by code.

Hours of Operation:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	4:00 to 8:00 PM	4:00 to 8:00 PM	4:00 to 8:00 PM	4:00 to 8:00 PM	4:00 to 8:00 PM	4:00 to 8:00 PM	4:00 to 8:00 PM

County Permit(s) Required: CERTIFICATE OF OCCUPANCY

State Permit(s) Required: NYS Health Department APPROVAL

Federal Permit(s) Required: N/A

### 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:

Throughout north and south Albany, there is only Dreis Funeral Home 208 N. Allen St. and Garland Brothers Funeral Home 75 Clinton Avenue.

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

**Part 6: Facility Environmental Impacts**

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

Ultimately, the parking lot will be resurfaced and striped. Other exterior work shall be the installation of awnings and painting of exterior walls. Interior work shall be limited to minimal plumbing changes, installation of some electrical lighting fixtures, construction of some non-structural walls, construction of an additional rest room and painting and/or decoration of interior walls.

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

The proposed conditional use should have very little impact if any on adjacent properties. Mitigation is not expected to be needed.

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

Minimal office paper and cardboard to be collected as required. The volume of blood and embalming fluids are somewhat impossible to determine. None of these fluids shall be introduced into public sewers. They are to be kept in special hazardous material barrels that will be supplied by refuse collection companies and collected throughout a given week as needed. No large quantities shall be stored at the property.

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

The facade improvement program

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.)?

N/A

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

N/A

**Part 7: Zoning 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:

The proposed use is basically a commercial activity and the zoning ordinance for the property is commercial.

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:

There are no specific standards for a funeral home. See Section 375 - 3(c) (4) (d) (i)

**Part 8: Public Impact**

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

Occasionally, police assistance may be needed to help direct traffic as typically used for any funeral homes.

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. The use will create a vehicular procession to either area churches or cemeteries. Funerals and burials can be required any day. As previously indicated visiting services are generally between 4:00 PM and 8:00 PM any day that a service will be held. Processions to churches or cemeteries tend to convene between 9:00 AM - 10:00 AM.

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: Delivery vehicles will park in the parking lot and will vary depending on the funeral activities. Most commercial vehicles will be delivering flowers. Delivery of coffins or embalming fluid shall be as needed and may be received once a week or once every 2-3 weeks.

D. Indicate the type of parking facilities available to the use and if off-site, the distance from the property:  
Parking facilities are on-site at a private parking lot.

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.):

N/A

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

One entrance is from the parking lot to the rear of the building via a standard "man door" and an 8' x 8' overhead door. The main entrance is at the front of the building is directly accessed from the sidewalk via a couple of stairs or a handicap access ramp.

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

N/A

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

There will be a water line and sewer line installed from the basement to a small working area at the rear of the building. In said area, there will be a small gas fired hot water heater and work sink. Very few electric changes to be made limited primarily to installation of wall sconces and receptacles as required by zoning ordinances. There may also be a back lit awning on the building and added security lights for the parking lot.

**Part 8: Necessity and Desirability of Service**

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

As explained, there is little to no funeral service for residents within the immediate area of north and south Albany.

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:

Aside from a more attractive appearance of the building and some added security lighting in the parking area, there will not typically be other health and safety improvements. It's important to note that vacant buildings tend to attract undesirable situations that will be minimized once a building becomes occupied.

**Part 9: Submittal Requirements Checklist**

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

<input checked="" type="checkbox"/>	Site plan on 24" x 36" sheet and drafted at a scale that best conveys any proposed changes to the site (1"=50", 1"=100", or 1"=200")	5	04_Site_Plan
<input checked="" type="checkbox"/>	Floor plan, drawn to scale	2	05_Floor_Plan
<del>N/A</del>	Elevations for all new buildings and additions	2	06_Building_Elevation
<input checked="" 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	1	07_EAF
<input type="checkbox"/>	Project Narrative	1	08_Project_Narrative
<input type="checkbox"/>	Business plan	1	09_Business_Plan
<input type="checkbox"/>	Water/Sewer Engineering Report	1	10_Water_Sewer_Report
<input type="checkbox"/>	Storm Water Management Report	1	11_Storm_Water_Report
<input type="checkbox"/>	Traffic Study	2	12_Traffic_Study
<input type="checkbox"/>	Federal, state, county, or local licensing paperwork	1	13_Licensing_Paperwork
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1	[##_][Document_Name]