CITY OF ALBANY
NEW YORK
DEPARTMENT OF PLANNING AND DEVELOPMENT
200 HENRY JOHNSON BOULEVARD | ALBANY, NEW YORK 12210

CONDITIONAL USE PERMIT APPLICATION

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: Single Family Residence

Building Area to be Occupied (sq. ft.): 900

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

Other Uses at the Site: none

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.):

Conversion of existing building into a single family residence

Number of Employees: N/A

Maximum Occupancy: N/A

Hours of Operation:

<table>
<thead>
<tr>
<th>Days</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
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</table>

County Permit(s) Required: none

State Permit(s) Required: none

Federal Permit(s) Required: none
**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:

   *Good location for residence*

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

   *Its currently zone R-1M Residential*

**Part 5. Fiscal and Environmental Impacts**

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

   *Interior fit up consisting of framing, window, bath & kitchen areas*

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

   *Impacts will be minimal it’s going to be a 2 bedroom home anticipated occupants 2*

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):

   - [ ] Electromagnetic radiation
   - [ ] Emissions
   - [ ] Glare
   - [ ] Hazardous materials
   - [ ] Materials and waste handling
   - [ ] Noise
   - [ ] Nuclear Radiation
   - [ ] Odors
   - [ ] Vibration
   - [ ] Smoke
   - [X] 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:

   *Refuse consistent with a single family residence, garbage service for removal*

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

   *No*

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.)?

   *No*

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

   *No*

**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:

   *Converting it to upscale residence in residential zoned area*

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:

   *Permitted use in R-1M zone*
Part 7. Public Impact

A. Will the proposed use generate any unique or elevated need for police, fire or emergency services?
   
   No

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.
   
   None

C. Describe if the use will be served by commercial delivery vehicles, the anticipated number if deliveries per day and where the vehicles will park:
   
   No

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

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.):
   
   None

F. Describe how building entrances are connected to sidewalks, parking areas, and other pedestrian facilities:
   
   Front door connected to sidewalk via front walk

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.)?
   
   None

Part 8: Necessity and Desirability of Service

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

B. Describe any similar or identical uses in the area, their size and location:
   
   Every other use in area is residential

C. Please indicate any positive public health and safety impacts or improvements of the proposed use:
   
   Reusing to conforming use
### Part 9: Submittal Requirement Checklist

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Hard Copies</th>
<th>Electronic Submission (.pdf)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Required for All Conditional Use Permit Applications</strong></td>
<td></td>
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</tr>
<tr>
<td>✔️ Master Application Form</td>
<td>1</td>
<td>Master Application</td>
</tr>
<tr>
<td>□ Conditional Use Permit Application Form</td>
<td>1</td>
<td>CUP</td>
</tr>
<tr>
<td>□ Color photographs of the property in context with surrounding properties, on printed paper</td>
<td>1</td>
<td>Photos</td>
</tr>
<tr>
<td>□ Site plan on 24&quot; x 36&quot; sheet and drafted at a scale that best conveys any proposed changes to the site (1&quot;=50', 1&quot;=100', or 1&quot;=200')</td>
<td>1</td>
<td>Site Plan [YYYY]-[MM]-[DD]</td>
</tr>
<tr>
<td>✔️ Floor plan, drawn to scale</td>
<td>1</td>
<td>Floor Plan [YYYY]-[MM]-[DD]</td>
</tr>
<tr>
<td>□ Elevations for all new buildings and additions H/A</td>
<td>1</td>
<td>Elevations [YYYY]-[MM]-[DD]</td>
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<tr>
<td>✔️ Application fee as established in the Albany Fee Schedule ($250) – Payable to The City of Albany</td>
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<td><strong>B. Voluntary or Upon Request</strong></td>
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<tr>
<td>□ Environmental Assessment Form as required by SEQR</td>
<td>1</td>
<td>Short or Full EAF</td>
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<tr>
<td>□ Project Narrative</td>
<td>1</td>
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<tr>
<td>□ Business plan</td>
<td>1</td>
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<tr>
<td>□ Water/Sewer Engineering Report</td>
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<tr>
<td>□ Storm Water Management Report</td>
<td>1</td>
<td>Stormwater Report</td>
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<tr>
<td>□ Traffic Study</td>
<td>1</td>
<td>Traffic Study</td>
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<tr>
<td>□ Federal, state, county, or local licensing paperwork</td>
<td>1</td>
<td>Licensing Paperwork</td>
</tr>
<tr>
<td>□ Any additional information determined to be necessary by the Chief Planning Official</td>
<td>1</td>
<td>[Document Name]</td>
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