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(6)(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.): 2,758 SQ FT

Outdoor Site Area to be Occupied (sq. ft.): 1,519 SQ FT

Other Uses at the Site: NA

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.):

Single Family Residence

Number of Employees: NA

Maximum Occupancy: NA

Hours of Operation:

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<th>Sunday</th>
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<th>Wednesday</th>
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<th>Saturday</th>
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<td>NA</td>
<td>NA</td>
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County Permit(s) Required: N/A

State Permit(s) Required: N/A

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:

Single Family Residence is consistent in Residential Neighborhood
Part 6. Fiscal and Environmental Impacts

A. Describe the nature, scope and duration of work to be undertaken in order to establish the use:
Creation of a Single Family Residence Renovation of First Floor and Addition of a Second Floor with a Single Car Garage attached to the Existing Single Story Portion of the Structure.

B. Describe any impacts the proposed conditional use will have upon the adjacent properties, and if and how they will be mitigated:
No Impact

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):
- Hazardous materials
- Odors
- Emissions
- Glare
- Materials and waste handling
- Noise
- Nuclear Radiation
- Vibration
- Smoke
- 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:
Standard amount of waste generated by a Single Family Residence. Garage pickup by City of Albany.

E. Are there any public funds from any source being used to improve the site or for the operation of the conditional use?
No public funds are being utilized.

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.)?
There are no improvements planned or proposed in conjunction with the use.

G. Indicate whether there is an increase or decrease in impervious surface area as a result of the proposal:
The change in the green area will be minimal due to the addition of a single car garage as noted on the plans.

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:
The Proposed Use is Consistent with the Residential Neighborhood of the existing Zoning District.

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 use specific standards applicable to this establishment.

Part 7. Public Impact

A. Will the proposed use generate any unique or elevated need for police, fire or emergency services?
There will be no elevated need for public or emergency services.
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.
NA

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:
There are no additional commercial vehicles expected to serve the proposed use.

D. Indicate the type of parking facilities available to the use and if off-site, the distance from the property:
There will be a Single Car Garage as well as street parking available on both Philip Street and Myrtle Avenue.

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:
The existing building entrance on Philip Street will be maintained in its present location. The existing entrance on Myrtle will be modified to become a window as noted on the plans.

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

H. Are there any planned changes to utility provisions (water, sewer, electric, etc.)?
There are no planned changes to utilities.

Part 8: Necessity and Desirability of Service

A. Describe how the proposed use is in the interest of the public convenience:
The Proposed Use will have less of an impact than a commercial use, which will mean less parking requirements and traffic.

B. Describe any similar or identical uses in the area, their size and location:
Considerable similar uses for Single Family Residences in the Area.

C. Please indicate any positive public health and safety impacts or improvements of the proposed use:
NA

Part 9: Submittal Requirement Checklist

| Required for All Conditional Use Permit Applications |
|----------------------------------|----------------|----------------|
| Required Documents | Hard Copies | Electronic Submission (.pdf)
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<tbody>
<tr>
<td>Master Application Form</td>
<td>2</td>
<td>01_Master_Application_FORM</td>
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<tr>
<td>Conditional Use Permit Application Form</td>
<td>2</td>
<td>02_Conditional_Use_Permit_Form</td>
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<tr>
<td>Color photographs of the property in context with surrounding properties, on printed paper</td>
<td>2</td>
<td>03_Photographs</td>
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<tr>
<td>Site plan on 24&quot; x 36&quot; sheet and drafted at a scale that best conveys</td>
<td>5</td>
<td>04_Site_Plan</td>
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<tr>
<td>Item Description</td>
<td>Quantity</td>
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<tr>
<td>any proposed changes to the site (1&quot;=50&quot;, 1&quot;=100&quot;, or 1&quot;=200&quot;)</td>
<td>3</td>
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<tr>
<td>Floor plan, drawn to scale</td>
<td>3</td>
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<tr>
<td>Elevations for all new buildings and additions</td>
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<td>Application fee as established in the Albany Fee Schedule identified in Appendix</td>
<td>1</td>
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<td>of the Albany Administrative Manual.</td>
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**B. Voluntary or Upon Request**

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<thead>
<tr>
<th>Item Description</th>
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<tr>
<td>Environmental Assessment Form as required by SEQR</td>
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<tr>
<td>Project Narrative</td>
<td>2</td>
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<td>Business plan</td>
<td>2</td>
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<td>Water/Sewer Engineering Report</td>
<td>2</td>
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<tr>
<td>Storm Water Management Report</td>
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<tr>
<td>Traffic Study</td>
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<td>Federal, state, county, or local licensing paperwork</td>
<td>2</td>
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<td>Any additional information determined to be necessary by the Chief Planning Official</td>
<td>2</td>
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