



FOR STAFF USE ONLY	
Project #:	DR #:

**DEMOLITION REVIEW APPLICATION FORM**

**Part 1. Application Notes**

A Demolition Review is required prior to receiving any building permit that involves the total or partial demolition of a structure or building except those structures located within the Historic Resources Overlay District or as listed in Section 375-5(E)(17)(a) of the USDO.

- The reasons for the demolition and all alternatives to demolition that have been considered must be explained as part of this application.
- If the property is to be redeveloped, approvals for the new development may be required prior to issuance of a demolition permit.
- The Applicant must verify whether or not the property is eligible for listing on the State Register of Historic Places and whether a determination of eligibility has been requested.

*Note: A pre-application meeting is available upon request prior to submitting this application.*

**Part 2. Property Information**

Project Address:	Tax Identification #:	Year Built: _____ Source: _____
Date of Acquisition: _____	Purpose of Acquisition:	
Current/Most Recent Use:	As-Built Use:	Current Assessed Value: \$ _____
Total Square Footage: _____	Type of Construction (e.g., wood, masonry, etc.):	
Is the property currently vacant? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, state how long: _____ and please answer the following questions:</i>		
1. Is it registered as a Vacant Building with Buildings & Regulatory Compliance, pursuant to Section 133-78.3?		<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is it the subject of City Court proceedings relative to its vacancy?		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Indicate the reason for vacancy:		
Is the property eligible for listing on the New York State Register of Historic Places?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a determination of eligibility been sought?		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part 3. Project Information**

1. Type of Demolition:	A portion of the building or structure	Entire building or structure
2. Building or Structure to be Demolished (check all that apply):		
	Principal Residential Structure	Principal Non-Residential Structure
		Accessory Structure
3. Total square footage to be demolished: _____ sq. ft.:		
4. Construction and demolition debris to be diverted from landfill disposal, recycled or reused: _____ percent (of total debris) (Minimum 35 percent required)		
5. Proposed Project Description (Provide a written description of the demolition request and state the reason for demolition. Attach additional sheets if necessary.):		
a. What is the reason for demolition: _____		
b. Project Description:		
6. Is the property being redeveloped? (If yes, complete the items below.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
a. Current Zone District: _____		
b. Proposed use(s):		
<i>Refer to the Permitted Use Table in Section 375-3(B) Check here to confirm that the uses proposed are permitted in the zone district.</i>		
d. Have the approvals necessary for redevelopment been obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. What is the timeframe between demolition and redevelopment?		

8. Answer the questions below and indicate what alternatives to demolition were considered and why the alternative(s) cannot be pursued.
- a. Has a Structural Engineer's Report been completed?  Yes  No
- b. Cost to Stabilize: \$ \_\_\_\_\_ Source: \_\_\_\_\_
- c. Cost to Rehabilitate: \$ \_\_\_\_\_ Source: \_\_\_\_\_
- d. Alternatives to demolition considered (*Attach additional sheets if necessary.*):

### Part 4. Submittal Requirement Checklist

	Required Document	Hard Copies	Electronic Submission* (.pdf) (Required Document Name)
<b>A. Required for All Demolition Review Applications</b>			
<input type="checkbox"/>	Master Application Form	2	Master Application
<input type="checkbox"/>	Demolition Review Application Form	2	DR
<input type="checkbox"/>	Color photographs of the property in context with surrounding properties, on printed paper	2	Photos
<input type="checkbox"/>	Site Redevelopment Plan or Restoration Plan ( <i>if no Site Redevelopment Plan</i> )	6	Site Plan [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Demolition Debris Diversion Plan	2	Debris Diversion Plan
<input type="checkbox"/>	Application fee – payable to <i>Treasurer, City of Albany</i>		
<b>B. Voluntary or Upon Request</b>			
	Environmental Assessment Form as required by SEQR	2	Short or Full EAF
<input type="checkbox"/>	Plans for protection or repair of adjacent buildings	2	Protection Plan
<input type="checkbox"/>	Engineer's Report	2	Engineer Report
<input type="checkbox"/>	Stabilization and/or repair cost estimate	2	Stabilization Repair Estimate
<input type="checkbox"/>	State Historic Preservation Office Eligibility Determination	2	SHPO Determination
<input type="checkbox"/>	Elevation(s) or rendering(s) of proposed new construction	2	Elevations [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Building Department Condemnation Letter or Code report	2	BRC Report
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	2	[Document Name]