



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.

1. The reasons for the demolition and all alternatives to demolition that have been considered must be explained as part of this application.
2. If the property is to be redeveloped, approvals for the new development may be required prior to issuance of a demolition permit.
3. 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]