

**DISTRICT PLAN APPLICATION**

**Part 1. Application Notes**

Proposed projects containing 10-acres or more of land owned or operated by a single or related entity or institution in the MU-CI districts, or containing 2-acres or more of land owned or operated by a single or related entity or institution in the R-V, MU-CU or MU-CH districts, may elect to obtain approval of a comprehensive District Plan.

The planning area for the District Plan shall include all the contiguous areas and properties under the ownership and control of the entity or institution.

The applicant shall hold at least one community meeting to discuss the proposed District Plan before submitting the application for review and approval by the City. Mailed notice of the community meeting shall be provided as described in Section 375-5(D)(6)(ii).

If the District Plan is being submitted in conjunction with proposed new development, the development information should be reflected in Parts 3-6 as well as Parts 7 and 8 specifically pertaining to the new construction.

**Part 2. District Information**

Name of Proposed District / Institution:

Zoning District(s):

**Part 3. Parcels**

Tax ID Number	Parcel Address	Parcel Size (Square feet)	Right-of-Way Frontage Street	Frontage (Linear Feet)
Cumulative Site Area:		Acres:	Cumulative Frontage Area:	

If more than 8 parcels, contact staff for a modified form.

**Part 4. Private Roadways**

Name of Roadway	Length (Linear Feet)	Average Width (Feet)	Sidewalks (Yes/No)
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part 5. Structures**

Building Name	Postal Address	No. of Stories	Building Footprint (SF)	Gross Floor Area (SF)	Use(s)

If more than 8 structures, contact staff for a modified form.

**Part 6. Parking and Loading**

Type of Parking	Outdoor/Surface Spaces	Indoor/Covered Spaces	ADA Spaces
Total Automobile Parking Spaces			
Bicycle Parking Spaces			
Off-Street Loading Spaces			

List All Automobile Lots > 15 spaces

Lot Name	Number of Spaces	Public Spaces	Restricted Spaces

If more than 10 lot, contact staff for a modified form.

**Part 7. Project Description (new construction only)**

Project Name:	Project Cost (Anticipated): \$
Estimated Construction: Start Date: ___/___/___	Occupancy Date: ___/___/___ is currently occupied
Project Description:	

## Part 8. Site Development Information (new construction only)

A. Floor Area	Existing (Square Feet)	Proposed (Square Feet)
First Floor Building Area		
Total Gross Floor Area		
Existing Gross Floor Area to be Razed		
Existing Gross Floor Area to be Retained		
Retained Gross Floor Area to be Renovated		
Gross Floor Area to be Constructed		
Building Footprint (gross floor area)		
B. Use Information	Existing (No. of Units)	Proposed (No. of Units)
Total Number of Dwelling Units		
Non-Residential Use(s) Floor Area <i>(List Type below)</i>	Existing (Square Feet)	Proposed (Square Feet)
C. Water and Sewer Information		
<i>(Note: The term "sewer" refers to sanitary sewers, storm sewers, and combined sewers owned by the City of Albany.)</i>		
1. Indicate the number of each of the following sewer and/or water items that will be part of the proposed work:		
_____ New Water Service (Connection)	_____ Termination of Existing Water Service Tap(s)	
_____ New Sewer Service (Connection)	_____ Termination of Existing Sewer Service Tap(s)	
2. Will the proposed work change the current water consumption and sewer discharge of the building or site? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. Check one of the boxes below to indicate the status of main water and sewer lines if the development includes the construction of main lines:		
<input type="checkbox"/> Applicant requests Albany Water and Sewer Department to accept ownership of the sewer mains and/or water lines		
<input type="checkbox"/> Applicant retains private ownership of sewer mains and/or water lines		
<input type="checkbox"/> Not applicable (Development does not include construction of sewer mains and/or water lines)		
4. If Yes to the first or second statement in Item 3 above, identify the type of property where sewer mains and/or water lines will be constructed:		
<input type="checkbox"/> Public Property, Existing City Street <input type="checkbox"/> Public Property, New City Street to be constructed as part of the development/project		
<input type="checkbox"/> Private Property <input type="checkbox"/> Not Applicable		
D. Work in and Around City Rights-of-Way		
1. Please indicate all items below that apply to the proposed work:		
<input type="checkbox"/> Applicant requests to change or designate the name of a City Street		
<input type="checkbox"/> The proposed work includes a private structure (e.g., deck, porch, awning, sign, fence, etc.) encroaching on a City dedicated right-of-way		
<input type="checkbox"/> Modification or reconstruction of City curbs		
<input type="checkbox"/> Design and construction of a new street where the Applicant will request the City to accept ownership of the street		
<input type="checkbox"/> Applicant requests the City to vacate an existing City street/sidewalk so the Applicant can use the property for private development		
<input type="checkbox"/> The proposed work will create an obstruction of traffic on City rights-of-way		
<input type="checkbox"/> The proposed work includes the excavation of a City street or sidewalk		
<input type="checkbox"/> The proposed work includes the placement of a demolition dumpster in a City right-of-way		
<input type="checkbox"/> The proposed work includes the addition, deletion, and/or relocation of City street lights in a City right-of-way		

## Part 9. Submittal Requirement Checklist

	Required Document	Hard Copies	Electronic Submission (.pdf) * (Required Document Name)
<b>A. Required for All District Plan Review Applications</b>			
<input type="checkbox"/>	Master Application Form	1	Master Application
<input type="checkbox"/>	District Plan Application Form	1	DPA
<input type="checkbox"/>	Photo Inventory of the entirety of the district plan area	1	Photos
<input type="checkbox"/>	Aerial Map indicating the boundaries of the property and surroundings	1	Aerial Map
<input type="checkbox"/>	Existing Conditions Survey (sealed by an Engineer or Surveyor)	1	Survey [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Application fee (\$500) - payable to <i>Treasurer, City of Albany</i>		
<b>B. Required for All New Development</b>			
<input type="checkbox"/>	Site Plan(s) and construction detail drawings ( <i>i.e., paving, grading, and drainage plans, water/sewer plans, landscape plans, etc.</i> ) on 24" x 36" sheet and drafted at a scale that best conveys the development (1"=50", 1"=100", or 1"=200")	5	Site Plan [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Floor Plan, drawn to scale	1	Floor Plan [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Elevation(s) are required for all new buildings	1	Elevations [YYYY]-[MM]-[DD]
<b>B. Voluntary or Upon Request</b>			
<input type="checkbox"/>	Environmental Assessment Form as required by SEQR	1	Short or Full EAF
<input type="checkbox"/>	Project Narrative	1	Project Narrative
<input type="checkbox"/>	Water/Sewer Engineering Report	1	Water Sewer Report
<input type="checkbox"/>	Storm Water Management Report	1	Storm Water Report
<input type="checkbox"/>	Traffic Study	1	Traffic Study
<input type="checkbox"/>	Maintenance of Traffic Plan	1	Maintenance Traffic Plan
<input type="checkbox"/>	Geotechnical Report	1	GeoTech Report [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1	[Document Name]

\* Electronic document submissions shall be sent via email to [planning@albanyny.gov](mailto:planning@albanyny.gov), USB Flash Drive or by another medium approved by the City of Albany Planning Staff. CD and DVD submissions will no longer be accepted.

## Part 10. Fee Schedule

District Plan	Fee
One-Time Base Fee	\$500
New Construction	Per additional 1,000 square feet of new construction (parking structures excluded): \$50
	Per 1,000 square feet of renovated space: \$20
	Per new parking space:
	1-10 spaces: \$ 75
	11-50 spaces: \$ 150
	51-100 spaces: \$ 300
	101-500 spaces: \$ 600
	501-1,000 spaces: \$ 1,200
	1,001 + spaces: \$ 2,400