

DEVELOPMENT PLAN APPLICATION

Part 1. Application Notes

Development Plan Review is performed to assure that a proposed development conforms to the standards in the USDO, the Comprehensive Plan and any other applicable provisions of the City code. There are two types of development plan review; this application is used for either.

Minor Development Plan Review: The proposed development meets the applicability criteria in Section 375-5(E)(4)(a) of the USDO.

Note: The Chief Planning Official may review minor development plan review applications or refer the applications to the Planning Board if it is unusually large or complex, or may create significant adverse impacts on the surrounding area.

Major Development Plan Review: The proposed development meets the applicability criteria in Section 375-5(E)(14)(a) of the USDO.

Note: A pre-application meeting is available upon request prior to submitting this application.								
Part 2. Property Information								
Project Address(es):			Tax ID Number(s):					
Present use(s) of the Property (Select from uses listed in Table 375-3-1, Permitted Use Table, in Section 375-3(B) of the USDO):								
	Part 3. P	roject De	scription					
Project Name:			Project Cost (Anticipated): \$					
Proposed Use of the Site (Select from uses listed in Table 375-3-1, Permitted Use Table, in Section 375-3(B) of the USDO):								
Estimated Construction: Start Date:			Occupancy Date:					
Indicate the Type of Work:	☐ New Construction ☐ New Construction, Addition ☐ Renovation, Change in Use ☐ Demolition ☐ Change in Use Only ☐ Parking Lot or Site Alteration							
Type of Development:	 □ Development Comprised Exclusively of One-Family, Two-Family, and Townhouse Dwellings □ All Other Types of Development 							
Part 4. Site Development Information								
A. Floor Area			Existing	Proposed				
First Floor Building Area		_	Square Feet	Square Feet				
Total Gross Floor Area			Square Feet	Square Feet				
Existing Gross Floor Area to be Razed		Square Feet						
Existing Gross Floor Area to be Retained			Square Feet					
Retained Gross Floor Area to be Renovated				Square Feet				
Gross Floor Area to be Const	ructed (excluding parking structures)			Square Feet				
Building Footprint (gross floor area)				Square Feet				
B. Use Information			Existing	Proposed				
Total Number of Dwelling Units			Dwelling Units	Dwelling Units				
Non-Residential Use(s) Floor Area - List Type below								
a.			Square Feet	Square Feet				
b.			Square Feet	Square Feet				
C.			Square Feet Square Feet					
•	- Complete for all Zoning Districts							
1. Proposed Number of New Structures or Building Additions:								

2. Height Primary Building Height Accessory Building Height Accessory Building Height Accessory Building Height Accessory Building Height		Exis	Existing		Proposed		
Primary Building Height Addition or Extension Height Accessory Building(s) Height - List Building below 0.	2. Height		1	•			
ACCESSORY Building(s) Height - List Building below							
a. S. Parking and Loading	Addition or Extension Height						
6	Accessory Building(s) Height - List Building below						
C ADA Spaces A	a.						
3. Parking and Loading On-Site Automobile Parking Spaces On-Site Automobile Parking Spaces On-Site Surface Automobile Parking Spaces On-Site Surface Automobile Parking Spaces On-Site Surface Automobile Parking Spaces Off Street Loading 4. Lot Information Ot Area Square Feet: On-Site Surface Automobile Parking Spaces Off Street Loading 4. Lot Information Other Project Information Other Other Project Information Other Other Project Information Other Other Project Information Other	b.						
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Off-Street Loading 4. Lot Information Lot Area Square Feet: Square Feet: Square Feet: Inspervious Lot Coverage Percent: Percent: Percent: Percent: D. Other Project Information Lindicate all items that will be part of the proposed work: N/A Demolition HVAC (Interior) Sign Lindicate all items that will be part of the proposed work: N/A Demolition HVAC (Interior) HVAC (Exterior) Sign Lindicate all items that pertain to any work proposed on private plumbing: Repair or Replace Existing Plumbing Hvac (Interior) New Fire Protection/Sprinklers Deck Construction of Plumbing Individually plumbing in No Plumbing Work is Proposed E. Water and Sewer Information Notes: The term Sewer "refers to sanitors sewers, storm sewers, and combined sewers owwed by the City of Albany.) Lindicate 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 Water Service Tap(s) Repair or Repair or Repair or Repair of the proposed work: A poplicant retains private ownership of sewer mains and/or water lines A poplicant retains private ownership of sewer mains and/or water lines Not applicable (Development does not include construction of sewer mains and/or water lines) A lif Yes to the first or second statement in Item 3 above, then identify the type of property where the sewer mains and/or water lines Public Property Public Property, New City Street to be constructed as part of the development/project Private Property Not Applicable F. Work in and Around City Rights-of-Way Private Property Not Applicable Proposed work includes a private structure (e.g., deck, porch, awning, sign, fence, etc.) encroaching on a City dedicated right-of-way Modification or reconstruction of City curbs Design and construction of a City street or sidewalk The proposed work includes the excavation of a City street or sidewalk The proposed work includes the placement of a demolition d	On-Site Surface Automobile Parking Spaces						
Act Information	Number of Bicycle Parking Spaces						
Lot Area	Off-Street Loading						
Impervious Lot Coverage	4. Lot Information						
D. Other Project Information 1. Indicate all items that will be part of the proposed work: N/A Demolition HVAC (Interior) HVAC (Exterior) Electrical Fire Alarm Fire Protection/Sprinklers Deck Construction Commercial Cooking Hood Sign 2. Indicate all Items that pertain to any work proposed on private plumbing; Repair or Replace Existing Plumbing New Construction of Plumbing No Plumbing Work is Proposed Repair or Replace Existing Plumbing New Construction of Plumbing No Plumbing Work is Proposed E. Water and Sewer Information (Note: The term "Sewer" refers to sonitary sewers, storm sewers, and combined sewers owned by the City of Albany.) 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) New Sewer Service (Connection) Termination of Existing Sewer Service Tap(s) Applicant requests Albany Water and Sewer Department to accept ownership of the sewer mains and/or water lines Applicant requests Albany Water and Sewer Department to accept ownership of the sewer mains and/or water lines New Sewer Service Service Performs and Nor water lines Not applicable (Development does not include construction of sewer mains and/or water lines) Life to the first or second statement in Item 3 above, then identify the type of property where the sewer mains and/or water lines will be constructed: Public Property, Existing City Street Public Property, New City Street to be constructed as part of the development/project Private Property Not Applicable	Lot Area	Square Feet: Square Feet:					
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		☐ The proposed work includes the placement of a demolition dumpster in a City right-of-way					
☐ The proposed work includes the addition, deletion, and/or relocation of City street lights in a City right-of-way							

	Part 6. Submittal Requirement Checklist								
	Required Document		Hard Copies	Electronic Copies	Electronic Submission (.pdf) (Required Document Name)				
A. Required for All Development Plan Review Applications									
	Master Application		0	1	Master Application				
	Development Plan Review Application		0	1	DPR				
	Color photographs of the property in context with properties		1	1	Photos				
	Survey (A boundary and topographical survey, seal Engineer or Surveyor)		2	1	Survey [YYYY]-[MM]-[DD]				
	Site Plan(s) on 24" x 36" sheet and drafted at a sca conveys the development (1"=50', 1"=100', or 1"=	200')	2	1	Site Plan [YYYY]-[MM]-[DD]				
	Construction Detail Drawing(s) (i.e., paving, gradin drainage plans, water/sewer plans, landscape plans		2	1	Construction Detail [YYYY]-[MM]-[DD]				
	Floor Plans, drawn to scale		0	1	Floor Plan [YYYY]-[MM]-[DD]				
	Elevations for all new buildings and additions, drav	vn to scale	0	1	Elevations [YYYY]-[MM]-[DD]				
	Short or Full Environmental Assessment Form as re SEQR	equired by	0	1	Short or Full EAF				
	Application fee as established in the Albany Fee Sc	hedule (see Pa	art 7) - payable to	The City of Albany T	reasurer				
	B. Voluntary or Upon Request								
	Project Narrative		1	1	Project Narrative				
	Water/Sewer Engineering Report		1	1	Water Sewer Report				
	Stormwater Management Report		1	1	Stormwater Report				
	Traffic Study		1	1	Traffic Study				
	Maintenance of Traffic Plan		1	1	Maintenance Traffic Plan				
	Geotechnical Report		1	1	GeoTech Report [YYYY]-[MM]-[DD]				
	Any additional information determined to be nece Chief Planning Official	ssary by the	1	1	[Document Name]				
	nic document submissions shall be sent via email to		d@albanyny.gov, l	JSB Flash Drive, or b	by another medium approved by the City				
of Alba	ny Planning Staff. CD and DVD submissions are not a		lbany Fee Sc	hedule					
Type	of Application			k or Money O	rder)				
Development Plan Review – Development Comprised Exclusively of Single-Family, Two-Family, and Townhouse Dwellings		Base Fee: \$200 Per Residential Unit: \$50 Per new automobile parking space: \$20							
Development Plan Review – All Other Types of Development		Base Fee: \$300 Per additional 1,000 square feet of new construction (parking structures excluded): \$50 Per 1,000 square feet of renovated space: \$20 Per new automobile parking space: 1-10 spaces: \$75 101-500 spaces: \$600 11-50 spaces: \$150 501-1,000 spaces: \$1,200 51-100 spaces: \$300 1,001 + spaces: \$2,400							
Development Plan Review Amendment		\$200							
Development Plan Extension		\$100							
Rescheduling State Environmental Quality Review (SEQR)		\$100 Draft Environmental Impact Review and Notice: \$350 Final Environmental Impact Review and Notice: \$350							
Your A Family, Your A	pplication Fee for Exclusively Single-Family, Two- , and Townhouse Dwelling Projects pplication Fee for All Other Types of Development	rilial Eliviron	ппентан ппраст кеч	view and Notice: \$3	JU				
Project	S								