

**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):
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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. Project Description**

Project Name:	Project Cost (Anticipated): \$
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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: _____
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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

Project Description:

**Part 4. Site Development Information**

<b>A. Floor Area</b>	<b>Existing</b>	<b>Proposed</b>
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 Constructed (excluding parking structures)		_____ Square Feet
Building Footprint (gross floor area)		_____ Square Feet
<b>B. Use Information</b>	<b>Existing</b>	<b>Proposed</b>
Total Number of Dwelling Units	_____ Dwelling Units	_____ Dwelling Units
Non-Residential Use(s) Floor Area - List Type below		
<i>a.</i>	_____ Square Feet	_____ Square Feet
<i>b.</i>	_____ Square Feet	_____ Square Feet
<i>c.</i>	_____ Square Feet	_____ Square Feet

**C. Dimensional Information - Complete for all Zoning Districts**  
**1. Proposed Number of New Structures or Building Additions:**

2. Height	Existing		Proposed	
	Feet	Stories	Feet	Stories
Primary Building Height				
Addition or Extension Height				
Accessory Building(s) Height - List Building below				
a.				
b.				
c.				
3. Parking and Loading	Total Spaces	ADA Spaces	Total Spaces	ADA Spaces
On-Site Automobile Parking Spaces				
Total New Automobile Parking Spaces				
On-Site Surface Automobile Parking Spaces				
Number of Bicycle Parking Spaces				
Off-Street Loading				
4. Lot Information				
Lot Area	Square Feet:		Square Feet:	
Impervious Lot Coverage	Percent:		Percent:	
D. Other Project Information				
1. Indicate all items that will be part of the proposed work: <input type="checkbox"/> N/A <input type="checkbox"/> Demolition <input type="checkbox"/> HVAC (Interior) <input type="checkbox"/> HVAC (Exterior) <input type="checkbox"/> Electrical <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Fire Protection/Sprinklers <input type="checkbox"/> Deck Construction <input type="checkbox"/> Commercial Cooking Hood <input type="checkbox"/> Sign				
2. Indicate all items that pertain to any work proposed on private plumbing: <i>(i.e., plumbing between a public sewer or water line and a building, including plumbing inside the building)</i> <input type="checkbox"/> Repair or Replace Existing Plumbing <input type="checkbox"/> New Construction of Plumbing <input type="checkbox"/> No Plumbing Work is Proposed				
E. 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, then identify the type of property where the 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				
F. 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 in a City right-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 6. Submittal Requirement Checklist

	Required Document	Hard Copies	Electronic Copies	Electronic Submission (.pdf) (Required Document Name)
<b>A. Required for All Development Plan Review Applications</b>				
<input type="checkbox"/>	Master Application	0	1	Master Application
<input type="checkbox"/>	Development Plan Review Application	0	1	DPR
<input type="checkbox"/>	Color photographs of the property in context with surrounding properties	1	1	Photos
<input type="checkbox"/>	Survey (A boundary and topographical survey, sealed by an Engineer or Surveyor)	2	1	Survey [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Site Plan(s) on 24" x 36" sheet and drafted at a scale that best conveys the development (1"=50', 1"=100', or 1"=200')	2	1	Site Plan [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Construction Detail Drawing(s) (i.e., paving, grading, and drainage plans, water/sewer plans, landscape plans, etc.)	2	1	Construction Detail [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Floor Plans, drawn to scale	0	1	Floor Plan [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Elevations for all new buildings and additions, drawn to scale	0	1	Elevations [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Short or Full Environmental Assessment Form as required by SEQR	0	1	Short or Full EAF
<input type="checkbox"/>	Application fee as established in the Albany Fee Schedule (see Part 7) - payable to <i>The City of Albany Treasurer</i>			
<b>B. Voluntary or Upon Request</b>				
<input type="checkbox"/>	Project Narrative	1	1	Project Narrative
<input type="checkbox"/>	Water/Sewer Engineering Report	1	1	Water Sewer Report
<input type="checkbox"/>	Stormwater Management Report	1	1	Stormwater Report
<input type="checkbox"/>	Traffic Study	1	1	Traffic Study
<input type="checkbox"/>	Maintenance of Traffic Plan	1	1	Maintenance Traffic Plan
<input type="checkbox"/>	Geotechnical Report	1	1	GeoTech Report [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1	1	[Document Name]

Electronic document submissions shall be sent via email to [planningboard@albanyny.gov](mailto:planningboard@albanyny.gov), USB Flash Drive, or by another medium approved by the City of Albany Planning Staff. CD and DVD submissions are **not** accepted.

## Part 7. City of Albany Fee Schedule

Type of Application	Fee (Payable by Check or Money Order)
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	\$100
State Environmental Quality Review (SEQR)	Draft Environmental Impact Review and Notice: \$350 Final Environmental Impact Review and Notice: \$350
<b>Your Application Fee for Exclusively Single-Family, Two-Family, and Townhouse Dwelling Projects</b>	
<b>Your Application Fee for All Other Types of Development Projects</b>	