

**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: \_\_\_\_\_ square feet
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.*)  Yes  No  
 a. Current zone district: \_\_\_\_\_  
 b. Proposed use(s): \_\_\_\_\_  
*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.*  
 d. Have the approvals necessary for redevelopment been obtained?  Yes  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 Copies	Electronic Submission (.pdf) (Required Document Name)
<b>A. Required for All Demolition Review Applications</b>				
<input type="checkbox"/>	Master Application	0	1	Master Application
<input type="checkbox"/>	Demolition Review Application	0	1	DR
<input type="checkbox"/>	Color photographs of the property in context with surrounding properties	1	1	Photos
<input type="checkbox"/>	Site Redevelopment Plan or Restoration Plan ( <i>if no Site Redevelopment Plan</i> )	2	1	Site Plan [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Demolition Debris Diversion Plan	0	1	Debris Diversion Plan
<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 – Payable to <i>The City of Albany Treasurer</i> In Conjunction with a Development Plan Review Application - \$75 Independent of a Development Plan Review Application - \$150			
<b>B. Voluntary or Upon Request</b>				
<input type="checkbox"/>	Plans for protection or repair of adjacent buildings	1	1	Protection Plan
<input type="checkbox"/>	Engineer's Report	1	1	Engineer's Report
<input type="checkbox"/>	Stabilization and/or repair cost estimate	1	1	Stabilization Repair Estimate
<input type="checkbox"/>	State Historic Preservation Office Eligibility Determination	1	1	SHPO Determination
<input type="checkbox"/>	Elevation(s) or renderings of proposed new construction, drawn to scale	1	1	Elevations [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Building Department Condemnation Letter or Code Report	0	1	BRC Report
<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.