

FOR STAFF USE ONLY	
Project #:	DPR #:
DPR Classification Type: <input type="checkbox"/> Minor <input type="checkbox"/> Major	

**DEVELOPMENT PLAN APPLICATION**

**Part 1. Application Notes**

Development Plan Review is performed to assure 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 or refer the application 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:	Tax ID Number(s):
Present use 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): \$
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: <input type="checkbox"/> New Construction <input type="checkbox"/> New Construction, Addition <input type="checkbox"/> Renovation, Change in Use <input type="checkbox"/> Demolition <input type="checkbox"/> Change in Use Only <input type="checkbox"/> Parking Lot or Site Alteration	
Project Description:	

**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 Constructed		_____ 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

**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				
On-Site Surface 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 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 6. Submittal Requirement Checklist

	Required Document	Hard Copies	Electronic Submission (.pdf) (Required Document Name)
<b>A. Required for All Development Plan Review Applications</b>			
<input type="checkbox"/>	Master Application Form (Signed by the property owner or Authorized Agent)	1	Master Application
<input type="checkbox"/>	Development Plan Review Application Form	1	DPR
<input type="checkbox"/>	Color photographs of the property in context with surrounding properties, on printed paper	1	Photos
<input type="checkbox"/>	Survey (A boundary and topographical survey, sealed by an Engineer or Surveyor)	5	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')	5	Site Plan [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Construction Detail Drawing(s) ( <i>i.e., paving, grading, and drainage plans, water/sewer plans, landscape plans, etc.</i> )	5	Construction Detail [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Floor Plan(s), 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]
<input type="checkbox"/>	Application fee as established in the Albany Fee Schedule (see Part 7) - payable to <i>Treasurer, City of Albany</i>		
<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]

## Part 7. City of Albany Fee Schedule

Type of Application	Fee
Development Plan Review – Non-Residential	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 parking space: 1-10 spaces:       \$ 75 11-50 spaces:     \$ 150 51-100 spaces:    \$ 30 101-500 spaces:   \$ 600 501-1,000 spaces: \$ 1,200 1,001 + spaces:   \$ 2,400
Development Plan Review – Residential Subdivision	Base Fee: \$200 Per Residential Lot: \$50 Per New Parking Space: \$20
Development Plan Review Amendment	\$200
Development Plan Extension	\$100
Rescheduling	\$100
Zoning Change/ Amendment	Base Fee: \$500 Per Acre of Lot Size: \$50
State Environmental Quality Review (SEQR)	Draft Environmental Impact Review and Notice: \$350 Final Environmental Impact Review and Notice: \$350