



DEPARTMENT OF PLANNING AND DEVELOPMENT

200 HENRY JOHNSON BOULEVARD | ALBANY, NEW YORK 12210

CONDITIONAL USE PERMIT APPLICATION

Part 1. Application Notes

A Conditional Use Permit is required for a property with a proposal for a use listed in the Permitted Use Table in Section 375-3(B) as a conditional use for a zone district. Conditional uses are those uses that have potential unforeseen impacts or unique form and require a careful case-by-case review of their location, design, configuration and impact to determine the desirability of permitting their establishment on any particular site.

1. The Planning Board reviews the application and makes its decision based on the standards in Section 375-5(E)(16)(c).
2. The Planning Board may impose conditions to ensure that the proposed use meets these standards and any other applicable provisions of the USDO.
3. A public hearing is required for all conditional use permit applications.
4. If approved, the conditional use is approved only for the portions of the property specified in the application.
5. In addition to meeting the requirements of the USDO, the proposal may be subject to other City ordinances, including but not limited to Chapter 133 (Building Construction), and may be subject to disapproval if not proposed in compliance with these articles.

Note: A pre-application meeting is available upon request prior to submitting this application.

Part 2. General Information

Proposed Conditional Use: 3 Residential Apartments

Building Area to be Occupied (sq. ft.): 1532

Outdoor Site Area to be Occupied (sq. ft.): 0

Other Uses at the Site: NONE

Has any portion of the land been the subject of a conditional use permit previously? ☐ Yes ☒ No If yes, state the case number(s) of the conditional use approval(s):

Part 3. Project Description

Project Description (*Describe what the proposed use is and how it will operate, including hours and days of operation, number of employees, number of clients, parking and loading requirements, etc.*):

Expected to have 3 Residential units with fulltime occupancy. Estimated to have 6 tenants

Number of Employees: 0

Maximum Occupancy: Estimated 6

Hours of Operation:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	24/7 Residential						
County Permit(s) Required: NONE							
State Permit(s) Required: NONE							
Federal Permit(s) Required: NONE							

Part 4. Consistency with Neighborhood and Development Pattern

A. Describe why the proposed location was chosen for the establishment of the conditional use being sought:

Renovating existing/former 3 Family home. The majority of neighboring buildings are also 3 family residential homes.

B. Describe how the proposed use is consistent with the existing and planned development within the immediate area:

The majority of the neighboring buildings are also 3 family residential homes.

Part 5. Fiscal and Environmental Impacts

A. Describe the nature, scope and duration of work to be undertaken in order to establish the use:

Full renovation of building. Work estimated to take 9 months.

B. Describe any impacts the proposed conditional use will have upon the adjacent properties, and if and how they will be mitigated:

We believe this renovation will have a positive impact on the neighborhood because it is a vacant hazardous building now but once restored will be a fully renovated functional residential building. Thus, providing affordable housing for the neighborhood.

C. Indicate any of the following operational characteristics (from Section 375-4(J)(1), Operating Standards) that will be generated by the proposed use (check all that apply): **NONE**

- ☐ Electromagnetic radiation
 ☐ Emissions
 ☐ Glare
☐ Hazardous materials
 ☐ Materials and waste handling
 ☐ Noise
 ☐ Nuclear
 Radiation
☐ Odors
 ☐ Vibration
 ☐ Smoke
 ☐ N/A

For all checked boxes please describe the source, and explain how it will be mitigated as part of this application.

C. Describe the volume of refuse expected to be generated by the use, and the means of storage and disposal:

Typical refuse generated by a Residential building. 3 garbage and 1 recycle bin.

D. Are there any public funds from any source being used to improve the site or for the operation of the conditional use?

NO.

E. Are any unplanned public infrastructure or service improvements required as a result of an approval of the proposed conditional use (e.g., street repaving, sewer upgrade, storm drainage improvements, etc.)?

NO.

F. Indicate whether there is an increase or decrease in impervious surface area as a result of the proposal:

No change.

Part 6. District and Use Standards

A. Explain how the proposed conditional use is consistent with the purposes and objectives of the zone district in which it is located:

We are improving the existing property and are consistent with the objectives of the zone district that. has 3 family properties

B. Describe how the use complies with the Use Specific Standards applicable to that use, as enumerated in Section 375-3(C) of the USDO:

We are maintaining the traditional use as a 3 family. We are repairing the historical façade and we are not changing the exterior of the building.

Part 7. Public Impact

A. Will the proposed use generate any unique or elevated need for police, fire or emergency services?

NO.

B. Describe the type of traffic the use is expected to generate and indicate which days and between what hours the peak period of use occurs.

We expect typical residential use traffic, i.e., vehicles parking the street at night and weekends, but gone during working hours.

C. Describe if the use will be served by commercial delivery vehicles, the anticipated number if deliveries per day and where the vehicles will park:

NONE

D. Indicate the type of parking facilities available to the use and if off-site, the distance from the property:

NONE

E. Describe any proposed changes to curb cuts, streets, sidewalks and connections to public spaces (*e.g., removal of curb cuts, improving crosswalks, installation of wider sidewalks, removal of any sidewalk, etc.*):

NONE

F. Describe how building entrances are connected to sidewalks, parking areas, and other pedestrian facilities:

Typical Albany raised stoop and stepdown basement from the sidewalk.

G. Describe any changes that are required to bring the property into compliance with the ADA Standards for Accessible Design:

NO CHANGES.

H. Are there any planned changes to utility provisions (water, sewer, electric, etc.)?

Unknown at this time and will be residential hookups.

Part 8: Necessity and Desirability of Service

A. Describe how the proposed use is the use in the interest of the public convenience:

Providing additional quality and affordable residential apartments for the community.

C. Describe any similar or identical uses in the area, their size and location:

Hundreds of 3 Family buildings already exist on the street and in the neighborhood

C. Please indicate any positive public health and safety impacts or improvements of the proposed use:

Remove Hazardous conditions from the building and provide safe, modern housing for residents.

Part 9: Submittal Requirement Checklist

	Required Documents	Hard Copies	Electronic Copies	Electronic Submission (Required Document Name)	(.pdf)
A. Required for All Conditional Use Permit Applications					
<input type="checkbox"/>	Master Application	0	1	Master Application	
<input type="checkbox"/>	Conditional Use Permit Application	0	1	CUP	
<input type="checkbox"/>	Color photographs of the property in context with surrounding properties	1	1	Photos	
<input type="checkbox"/>	Site plan on 24" x 36" sheet and drafted at a scale that best conveys any proposed changes to the site (1"=50', 1"=100', or 1"=200')	1	1	Site Plan [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 – Payable to <i>The City of Albany Treasurer</i> Conditional Use Permit: \$250 Per Additional Permit: \$100				
B. Voluntary or Upon Request					
<input type="checkbox"/>	Project Narrative	0	1	Project Narrative	
<input type="checkbox"/>	Business Plan	0	1	Business Plan	
<input type="checkbox"/>	Water/Sewer Engineering Report	0	1	Water Sewer Report	
<input type="checkbox"/>	Stormwater Management Report	0	1	Stormwater Report	

<input type="checkbox"/>	Traffic Study	0	1	Traffic Study
<input type="checkbox"/>	Federal, state, county, or local licensing paperwork	0	1	Licensing Paperwork
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	0	1	[Document Name]

Electronic document submissions shall be sent via email to 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.