

ZONING TEXT AMENDMENT APPLICATION

Part 1. Application Notes

1. Applicant requests and attends a pre-application meeting with the Chief Planning Official or his/her designee.
2. A Zoning Text Amendment is reviewed by the Chief Planning Official who then initiates the amendment process.
3. The Planning Board reviews the proposed amendment at a public hearing and makes a recommendation to Common Council.
4. The Common Council reviews the application, holds a public hearing and decides the application in accordance with Section 375-5(E)(24)(c) of the USDO.

Part 2A. Applicant Information

Applicant Name:

Mailing Address:

Phone No.:

Email:

Part 2B. Legislative Sponsor Information (if applicable)

Sponsor Name(s):

Part 3. USDO Sections Affected

Proposed Section(s) of the USDO to be Amended:

**Part 4. General Purpose of Amendment
(Attach additional sheets if necessary.)**

Part 5. Necessity for Amendment and Changes to Existing Law
(Attach additional sheets if necessary.)

Part 6. Submittal Requirement Checklist
(Submit additional sheets if necessary)

	Required Documents	Electronic Copies	Electronic Submission (.pdf) (Required Document Name)
A. Required for All Zoning Text Amendment Applications			
<input type="checkbox"/>	Master Application	1	Master Application
<input type="checkbox"/>	Zoning Text Amendment Application Form	1	ZTA
<input type="checkbox"/>	Copy of Existing and Proposed Text	1	Text Changes
<input type="checkbox"/>	Full Environmental Assessment Form as required by SEQR	1	Full EAF
<input type="checkbox"/>	Application fee as established in the Albany Fee Schedule – \$500 Payable to <i>The City of Albany Treasurer</i>		
B. Voluntary of Upon Request			
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	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.