

**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)
<b>A. Required for All Zoning Text Amendment Applications</b>			
<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>B. Voluntary of Upon Request</b>			
<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](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.