

# Application for Site Plan Approval

City of Albany Planning Board

21 Lodge St.

Albany, NY 12207

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Project Name: \_\_\_\_\_

Address of Property to be developed: \_\_\_\_\_

Owner(s) of Property: \_\_\_\_\_

Name, Address, Telephone, and Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant or Agent of Owner: \_\_\_\_\_

Name, Address, Telephone and Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Project Architect/ Engineer: \_\_\_\_\_

Name, Address, Telephone, and Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional Sheets if necessary)

## Site Development Data:

Current Zoning: \_\_\_\_\_

Gross Acreage & Square Feet of Site: \_\_\_\_\_

Utilities & Supplier: \_\_\_\_\_

First Floor Building Area: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Total Gross Floor Area: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Total Number of Stories: \_\_\_\_\_ Total Height of Building: \_\_\_\_\_

Number of Parking Spaces: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Green Space Area: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

- *I hereby authorize the above listed agent to represent me. I grant the Planning Department permission to access the property for inspection.*

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Hand Print Name

\_\_\_\_\_  
Date

# Submittal Requirements

## *Deadlines:*

All submittals must be complete and received before noon two weeks prior to next scheduled Planning Board meeting to be eligible for the agenda (see attached schedule).

## *Copies required:*

12 sets (must include referral letter from Building and Codes).

All plans must be blackline drawings on 24"X36" pages folded down to 9"X12" (accordion style w/ project name facing outward).

Reductions to 11"X17" for minor projects may be provided upon the approval of the Planning Director.

All other submissions shall be of legal or letter size. All supporting material must be collated.

Any rolled sets will be rejected.

## *Scale:*

Shall be either 1" = 10', 20', 30', or 40' for all drawings except conceptual drawings, architectural drawings, and cover sheets. All plans shall be oriented so that north is at the top of the sheet.

## *Construction Detail drawings:*

(i.e. Paving, Grading, and Drainage plans, Water/Sewer plans, Landscape plans, etc.) are usually required unless the project is minor in nature. Planning Department staff will refer the applicant to the proper City contact for review.

## *Surveys:*

A boundary and topographical survey (sealed by an Engineer or Surveyor) is required unless the project is minor in nature.

## *Elevations/Floor Plans:*

Elevations are required for all new buildings. A conceptual floor plan may also be required for certain projects.

## *Proof of ownership:*

Two (2) copies of an executed and recorded deed are required. The owner must also sign the application form or submit an agent authorization letter.

# Site Data

The Site Plan Application Form and an Environmental Assessment Form (as per SEQR) must be completed and returned to the Planning Office, accompanied by two (2) copies of an executed and recorded deed, the referral letter from the Division of Building and Codes, and ten (10) sets of site plan drawings illustrating the following:

## 1. Legal Data:

1. Legal Description;
2. Name and address of the owner of record;
3. Name and address of person, firm, or organization preparing the map;

4. Date, North Arrow, and written and graphic scale;
5. Name of owners of adjoining properties; and
6. Vicinity or location map. Show the relationship of proposed development to surrounding streets/thoroughfares. Scale shall not be less than 1" = 600'.

2. Natural Features:

1. Existing contours with intervals of five (5) feet or less, referred to a datum satisfactory to the Planning Board.
2. Approximate boundaries of any areas subject to flooding or storm water overflows;
3. Location of existing watercourses, marshes, wooded areas, rock outcrops, individual trees with a diameter of eight inches or more, measured three (3) feet above the base of the trunk, and any other significant existing natural features.

4. Existing Structures and Utilities:

1. Outlines of all structures and location of all uses not requiring structures; such as off street parking, loading and storage areas;
2. Paved areas, walkways, and vehicular access between the site and public streets;
3. Locations, dimensions, grades, and flow direction of existing sewers, culverts, water lines, as well as other underground and aboveground utilities within and adjacent to the property;
4. Other existing development, including fences, landscaping, and screening;
5. Sufficient description of information to define precisely the boundaries of the property. All distances shall be in feet and tenths of a foot. All angles shall be given to the nearest ten (10) seconds or closer;
6. Adjacent sites: the location and owner of all adjoining lands as shown on the latest tax records. Include properties located across from a public or private right-of-way.
7. The locations, name and existing widths of adjacent streets and curb lines;
8. Location, width, and purpose of all existing and proposed easements, setbacks, reservations and areas dedicated to public uses within or adjacent to the property;
9. A complete outline of existing deed restrictions or covenants applying to the property.

5. Proposed Development:

1. The location of proposed buildings or structural improvements;
2. The impervious surface area (acreage and SF) of site in terms of buildings, pavement and sidewalks, and the corresponding percentage of these features as compared to the entire site area. Also, indicate the pervious surface area (acreage and SF) and corresponding percentage as compared to the area of the entire site. See example table below.

SITE DATA	ACRES	SF	PERCENT (%)
Gross Site Area	1.148	50,000 SF	100%
Impervious Area	0.574	25,000 SF	50%
Building Coverage	0.344	15,000 SF	30%
Pavement/ Sidewalk Coverage	0.230	10,000 SF	20%
Pervious Area	0.574	25,000 SF	50%

3. The location and design of all uses not requiring structures, such as off-street parking, loading and storage areas;
4. The location, direction, power, and time of use for any proposed outdoor lighting or public address system;
5. The location and plans for any outdoor signs; proposed means of access and egress, including walkways, driveways, or other paved areas. Profiles indicating grading and cross sections showing location and width of roadway, and walkways, any proposed direct pedestrian connection to public parking lots or structure must also be shown;

6. Proposed screening and other landscaping, including a planting plan prepared by a qualified landscape architect (if necessary);
7. The location, size, direction of flow, and connection to City facilities of all proposed water lines, valves, and hydrants and of all sewer lines or alternate means of water supply and sewage disposal and treatment facilities;
8. The nearest fire hydrant within 1,000 feet of the property;
9. Location of gas and electric meters;
10. An outline of any proposed easements, deed restrictions, or covenants and a notation of any areas to be dedicated to a public agency;
11. Any public improvements on or adjoining the property contemplated by the developer;
12. Any proposed new grades, indicating clearly how such grades will meet existing grades of adjacent properties or the street;
13. Elevations of all proposed principle or accessory structures;
14. Any proposed construction phase lines;
15. Any other information deemed by the Planning Board to be necessary to determine conformity of the Site Plan with the spirit and intent of the Zoning Ordinance.

6. Fees:

The application submitted to the Planning Board shall be accompanied by a check made out to the Treasurer, City of Albany. The dollar amount of this fee shall be determined by the following schedule:

**FEES REQUIRED UPON SUBMISSION OF AN APPLICATION FORM:**

Please make check payable to: Treasurer, City of Albany

**(1) BOARD OF ZONING APPEALS**

	<u>Residential</u>	<u>Commercial</u>
(a) Use Variance .....	\$150.00 .....	\$225.00
(b) Area Variance .....	\$125.00.....	\$150.00
(c) Special Use Permit.....	\$150.00.....	\$225.00
(d) Interpretation.....	\$150.00.....	\$225.00
(e) Parking Lot Permit.....	\$150.00.....	\$225.00
(f) Other (Administrative Appeal).....	\$150.00.....	\$225.00

**(2) SITE PLAN REVIEW**

	<u>Residential</u>	<u>Commercial</u>
(a) 0 to .25 acre lot size .....	\$125.00 .....	\$200.00
(b) .25 to 1 acre of lot size .....	\$200.00 .....	\$250.00
(c) 1 to 5 acres of lot size .....	\$250.00 .....	\$375.00
(d) 5 plus acres of lot size .....	\$375.00 .....	\$500.00
Residential Subdivisions .....	\$125.00 base fee plus: \$35.00 per lot – 1 family \$50.00 per lot – 2 family \$65.00 per lot – Multi-Family	

**(3) ZONING CHANGE/AMENDMENT**

	<u>Residential</u>	<u>Commercial</u>
(a) Base Fee .....	\$350.00 .....	\$500.00
(b) For each acre of the lot size .....	\$35 each acre	

**(4) STATE ENVIROMENTAL QUALITY REVIEW (SEQR)**

(a) Draft EIS Statement Review and Notice .....	\$350.00
(b) Final EIS Statement Review and Notice .....	\$350.00

## 2009 Planning Board Meeting Schedule

Jan. 8  
Jan. 29  
Feb. 19  
March 12  
April 2  
April 23  
May 14  
June 4  
June 25  
July 16  
August 6  
August 27  
Sept. 17  
Oct. 8  
Oct 29  
Nov. 19  
Dec. 10  
Dec. 31

All Planning Board Meetings are scheduled for 9 a.m. at City Hall, 2<sup>nd</sup> Floor Common Council Chambers. If there is a public hearing on the agenda the meeting will be held at 5:30 p.m. and noticed accordingly.

Note: For each project, the applicant or a representative for the applicant must be present or the item will be tabled and a resubmittal will be required.

# SHORT ENVIRONMENTAL ASSESSMENT FORM

## INSTRUCTIONS:

In order to answer the questions in this short EAF it is assumed that the preparer will use currently available information concerning the project and the likely impacts of the action. It is not expected that additional studies research or other investigations will be undertaken.

## ENVIRONMENTAL ASSESSMENT

1. Will the project result in a large physical change to the project site or physically alter more than 10 acres of land?.....  Yes  No
2. Will there be a major change to any unique or unusual landform found on this site?.....  Yes  No
3. Will project alter or have a large effect on an existing body of water?.....  Yes  No
4. Will project have a potentially large impact on groundwater quality?  Yes  No
5. Will project significantly affect drainage flow or air quality?.....  Yes  No
6. Will project affect any threatened or endangered plant or animal species...  Yes  No
7. Will project result in a major adverse impact on air quality?.....  Yes  No
8. Will project have a major effect on visual character of the community or scenic views or vistas known to be or important to the community?...  Yes  No
9. Will project adversely impact any site or structure of historic, prehistoric or paleontological importance or any site designated as a critical environmental area by a local agency?.....  Yes  No
10. Will project have a major effect on existing or future recreational opportunities?  Yes  No
11. Will project result in major traffic problems or cause a major impact on existing transportation systems?.....  Yes  No
12. Will project regularly cause objectionable odors, noise, glare, vibration, or electrical disturbances as a result of the project's operation?.....  Yes  No
13. Will project have any impact on public health or safety?.....  Yes  No
14. Will project affect the existing community by directly causing a growth? in permanent population of more than 5% over a one-year period or have a major negative effect on the character of the community or neighborhood?.....  Yes  No
15. Is there any public controversy concerning the project?.....  Yes  No

PREPARER'S SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_ DATE: \_\_\_\_\_