

ZONING COMPLIANCE CERTIFICATE APPLICATION

Part 1. Application Type			
Check one of the boxes below to indicate which level is being requested:			
<input type="checkbox"/> <b>Basic Zoning Compliance Certificate:</b> Identifies the Zoning District in which a property is located, gives a general description of that Zoning District, and provides a determination as to whether the current use(s) of the property is permitted, conditional or nonconforming.			
<input type="checkbox"/> <b>Detailed Zoning Compliance Certificate:</b> The information for the basic Zoning Compliance Certificate, plus the property's compliance with the applicable development standards of the USDO, and any current Zoning violations. <b><u>A boundary and topographical survey, sealed by a New York State Licensed Engineer or Surveyor is required.</u></b>			
<p><i>Note: The City does not inform the primary point of contact or property owner about any changes affecting the development potential or status of the subject property after a zoning compliance certificate is issued.</i></p>			
Part 2. Property Information			
Property Address:		Tax ID #:	
Part 3. Applicant Information			
Applicant Name:			
Company Name			
Mailing Address:			
Phone:		Email:	
Part 4. Description of Current Use(s) (Attach additional sheets if necessary)			
Use 1:		Number of Residential Units:	
Use 2:		Number of Residential Units:	
Use 3:		Number of Residential Units:	

**Part 5. Submittal Requirement Checklist**

	<b>Required Document</b>	<b>Electronic Copies</b>
	<b>A. Required for Basic Zoning Compliance Certificate Applications</b>	
<input type="checkbox"/>	Zoning Compliance Certificate Application	1
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1
<input type="checkbox"/>	Application fee as established in the Albany Fee Schedule (\$50) – payable by check or money order to <i>The City of Albany Treasurer</i>	
	<b>B. Required for Detailed Zoning Compliance Certificate Applications</b>	
<input type="checkbox"/>	Zoning Compliance Certificate Application	1
<input type="checkbox"/>	Survey ( <b>A boundary and topographical survey, sealed by a New York State Licensed Engineer or Surveyor</b> )	1
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1
<input type="checkbox"/>	Application fee as established in the Albany Fee Schedule (\$100) – payable by check or money order to <i>The City of Albany Treasurer</i>	

Electronic document submissions shall be sent via email to [dpd@albanyny.gov](mailto:dpd@albanyny.gov) , USB Flash Drive, or filesharing system. CD and DVD submissions are **not** accepted.