

### What can be done online?

- Applications related to Planning, Zoning and Historic District Commission approvals
- Application for the HUD Annual Action Plan
- Access to listed city-owned properties
- Access to Library of Studies & Plans
- Community initiatives and plans

### Frequently Asked Questions:

Q: How do I see what City-owned properties are available for sale and how do I submit an offer?

A: A list of City owned property for sale can be found on the City website [here](#). Offers for city owned structures must be submitted to the listing agent on file. Accepted offers are reviewed by the Property Management Committee which may then forward the offer to the City Council for their consideration.

Q. What approvals do I need to open a new business?

A. New businesses and businesses that move to a new location require review and approval by the Planning Commission. Contact the staff to the Planning Commission to find out if your proposal needs to be reviewed by the Planning Commission or if it qualifies for an exemption.

Q. How do I know if a property is “zoned” for what I would like to do?

A. You can look at the zoning map for the City [here](#).

Next, you can find the definitions of each Zoning District [here](#), and the allowable uses for residential districts [here](#), and for commercial districts [here](#).

Q. Do I need a permit to put up a sign?

A. Yes. The City of Schenectady has a Sign Ordinance that can be found [here](#). Signs are regulated based on the Zoning District that the property is located in.

Q: Do I need a permit to build a fence? Are there setback requirements for fencing?

A: Building permits are required in order to construct a new fence or to repair large segments of an existing fence. Such permits are issued by the Building Department. Typically, there are no setback requirements and the fence can be placed right on the property line. There are regulations for fence height, materials and location, which can be found in the zoning code [here](#).

Q: Can I build a carport, garage or other accessory structure on my property?

A: Accessory structures such as carports, garages and sheds are allowed but must meet the lot development standards found in Schedule C of the zoning ordinance (link [here](#)) and supplemental regulations found in the zoning code (link [here](#)). Building permits are required for all structures over 144 square feet.

In Single (R-1) and Two-Family (R-2) zoning districts, the maximum size allowed for all accessory structures combined is 10% of your lot area. **Example:** If you own a lot that is 40ft wide by 100ft deep, which equals 4,000 square feet, the maximum size for all accessory structures combined (ex: garage + carport) can be 400 square feet or less.

All accessory structures must be setback 10ft from the house and 3ft from both the side and rear property lines. The structures can be a maximum of 12ft tall.

Q: Do I need approvals to do exterior work on my property if it's located in a Historic District?

A: If you intend to make material changes or alterations to the exterior, and those changes will be visible from the public right-of-way then you will need to apply to the Historic District Commission for approval. It is best to contact the office prior to conducting any work to determine if your project requires approval. Alterations and changes may include the following examples: painting (different color), reconstruction, demolition, new construction or moving of an historic site or structure. Altering or adding light fixtures, signs, roofs, steps, railings, sidewalks, fences and pavement are other common items that would require approval. Applications and other relevant information regarding historic districts and properties can be found [here](#).

#### **Points of Contact:**

**Indria Maniram, IPS III, can direct you to the appropriate contact – [imaniram@schenectadyny.gov](mailto:imaniram@schenectadyny.gov)**

Planning Commission:

Christine Primiano, Principal Planner – [cprimiano@schenectadyny.gov](mailto:cprimiano@schenectadyny.gov)

Board of Zoning Appeals (BZA):

Avi Epstein, Neighborhood Stabilization Coordinator, [aepstein@schenectadyny.gov](mailto:aepstein@schenectadyny.gov)

Historic District Commission:

Matthew Smith, Senior Planner, [msmith@schenectadyny.gov](mailto:msmith@schenectadyny.gov)

Home Ownership Coordinator + Sale of City-Owned Properties:

Maurice Brown III – [mbrown@schenectadyny.gov](mailto:mbrown@schenectadyny.gov)

Community Development Program Coordinator:

Sylvia Jimison – [sjimison@schenectadyny.gov](mailto:sjimison@schenectadyny.gov)

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#### Community Development

The Community Development Program Coordinator works with the community in the following capacity:

- Works with HUD related projects that include: Community Development Block Grants (CDBG), HOME, and Emergency Solutions Grants (ESG) that support low-to-moderate income areas throughout the City

- Implements Federal Consolidated Annual Action Plan
- Receive and evaluates applications for HUD funds to be used throughout the City with Council approval
- Monitor HUD funded projects to ensure projects are in compliant
- Works with neighborhood groups and individuals to develop projects to be supported by HUD funds
- Compiles data for the Consolidated Annual Performance Evaluation Report (CAPER)