



**CITY OF SCHENECTADY
NEW YORK
CITY PLANNING COMMISSION**

Room 14, City Hall, Jay Street
SCHENECTADY, NY 12305-1938

CHANGE IN TENANCY

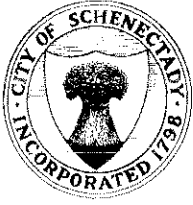
**YOU CANNOT OPERATE YOUR BUSINESS UNTIL AFTER
PLANNING COMMISSION APPROVAL.**

Planning Commission Filing Requirements:

- 1) 18 completed copies of the Application for Site Plan Review.
- 2) 18 completed copies of the NYS Short Environmental Assessment Form.
- 3) 18 completed copies of the site plan. If the plans are larger than 8.5"x11", they must be folded to 8.5"x11" so that they can be distributed in the mail. **A ROLL OF DRAWINGS WILL NOT BE ACCEPTED.**
- 4) Payment of the Filing Fee (see attached fee schedule).

Please collate the application form, short environmental assessment form, and the site plan drawing so that you submit 18 sets of information.

Your application will not be accepted if the forms are not completely filled out and if there is information missing from your site plan.



City of Schenectady
NEW YORK

CITY PLANNING COMMISSION

Room 14, City Hall, Jay Street
Schenectady, NY 12305-1938
Phone: 518.382.5147 Fax: 518.382.5275

APPLICATION FOR SITE PLAN REVIEW

Date Submitted: _____

PROPERTY INFORMATION

ADDRESS: _____

ZONING CLASSIFICATION: _____ Tax Map ID # _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

PROPOSAL DESCRIPTION (Include # of employees, hours of operation, and description of business):

APPLICANT CONTACT INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____

TENANT OR OWNER? _____

**OWNER CONTACT INFORMATION
(IF DIFFERENT FROM APPLICANT)**

NAME: _____ PHONE: _____

ADDRESS: _____

OWNER'S SIGNATURE OF CONSENT FOR APPLICATION: _____

Note: "Applicants should be duly advised that all site plan elements required for review must be fully provided. In the event that these elements are not provided, the Commission reserves the right to table or reject the application or to table the application until such time that the applicant does address them to the satisfaction of the Commission and to Section 264-108 F"

NOTE: If you do not complete every section of this form, your application will not be accepted. Please be sure to complete the entire application accurately.

PROJECT ID NUMBER

617.20
APPENDIX C

SEQR

STATE ENVIRONMENTAL QUALITY REVIEW

SHORT ENVIRONMENTAL ASSESSMENT FORM

for UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT / SPONSOR		2. PROJECT NAME	
3. PROJECT LOCATION: Municipality		County	
4. PRECISE LOCATION: Street Address and Road Intersections, Prominent landmarks etc - or provide map			
5. IS PROPOSED ACTION : <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification / alteration			
6. DESCRIBE PROJECT BRIEFLY:			
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres			
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe briefly:			
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? (Choose as many as apply.) <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park / Forest / Open Space <input type="checkbox"/> Other (describe)			
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (Federal, State or Local) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit / approval:			
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit / approval:			
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT / APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No			
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE			
Applicant / Sponsor Name		Date:	
Signature _____			

**If the action is a Coastal Area, and you are a state agency,
complete the Coastal Assessment Form before proceeding with this assessment**

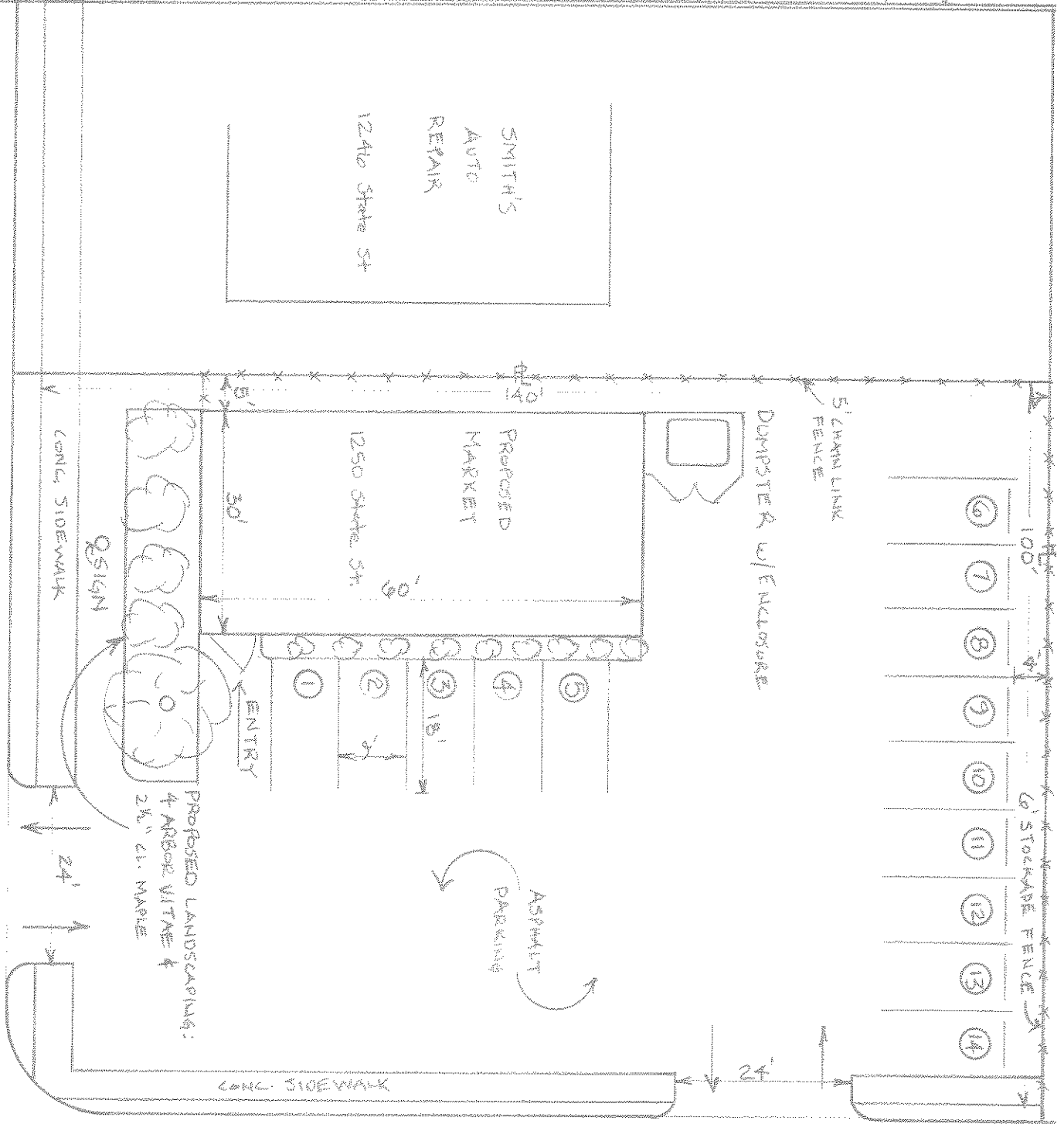
REQUIRED INFORMATION FOR THE SITE PLAN

In an effort to expedite the start of business, the City Planning Commission has shortened the list of required elements applicants must include on the site plan. Prepare all site plans accurately, to scale, and use a straight edge. Please refer to the attached example of a site plan drawing. Keep in mind that your site plan drawing is the only way you can communicate your proposal to the Planning Commission and several other departments within the City. That is why it is very important for you to provide all of the information requested in the list below.

If you are not capable of drawing a site plan similar to the example attached, the City recommends that you hire a professional to do your drawing for you. Your application will not be accepted if you do not include all of the information listed below on your drawing. An incomplete application will delay your site plan approval and the opening of your business an additional month. Submit 18 copies for review and approval, folded to an 8.5"x11" format.

1. Show the following information as notations on the site plan:
 - a) Identify the property by its street address.
 - b) Provide today's date.
2. Provide the applicant's full name, address and daytime phone number. If the applicant is not the property owner, also provide the owner's full name and address.
3. Draw all the buildings on the property and provide the following information:
 - a) Dimensions of all exterior walls.
 - b) Descriptions of existing uses of the building and the quantity of space so used.
 - c) Show the property line and its length on all sides of the property.
 - d) Show the distances from the building to the nearest property line.
4. Describe your proposal fully and identify the following as part of the overall description:
 - a) Indicate the proposed future use of the property.
 - b) Identify the area affected by the proposal (ex. Exterior and interior rehabilitation of 123 4th Street to change 450 sq. ft. of the first floor to a neighborhood meat market, etc.).
 - c) Describe the days and hours of operation, the number of employees and the expected number of customers.
5. Show the location of the property line and show its dimension in feet.
6. Show the location and the width of all driveways, curb cuts and walkways.
7. Show the existing off street parking area and the following information:
 - a) Number each parking space.
 - b) Show the size of each parking space (The City standard is 8.5' x 18')
8. Show where garbage will be stored and how it will be stored (i.e. cans, dumpster, etc.)
9. If any exterior alterations are proposed, provide detailed elevation drawings that show the style, the materials, and the colors you propose to use.
10. Provide a detailed rendering of your proposed sign drawn by a professional sign fabricator. The rendering must show the message on the sign, size (height and width) of the sign, colors, material it is constructed of, and how it will be erected.

- ① Address: 1250 State St.
b) Date: JUNE 21, 2002
c) Scale: 1"=20' / 1/8"=5'
- ② Applicant: John Stone
14 Cooks Court
Clifton Park, NY 12065
311-0257
Owner: Dave Rock
41 Clifton Rd
Schenectady, NY 12309
372-1234
- ③ a) See Drawing
b) Existing 1800 sq. ft. restaurant
c) See Day
- ④ a) Proposed Market
b) 1800 sq. ft.
c) M-F 9am-9pm / 4 employees /
200 customers per day
- ⑤ SEE DWG
- ⑥ SHOWN ON DRAWING
- ⑦ SEE ATTACHED
- ⑧ SEE ATTACHED DRAWINGS
PREPARED BY THE
SIGN COMPANY.



EXAMPLE SITE PLAN