

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

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

**FULL SITE PLAN REVIEW**

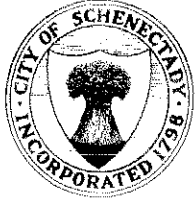
**YOU CANNOT OPERATE YOUR BUSINESS UNTIL AFTER  
PLANNING COMMISSION APPROVAL.**

**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

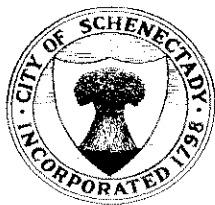
**SHORT ENVIRONMENTAL ASSESSMENT FORM**

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**



# City of Schenectady

## NEW YORK

### CITY PLANNING COMMISSION

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

### Application Instructions

The Schenectady City Planning Commission is the body empowered to approve site plans. These instructions will explain:

- A. The application process for site plan review
- B. The definition of a site plan
- C. The definition of a complete site plan application
- D. Review of the site plan
- E. The role of City staff
- F. Who is the Planning Commission

#### A. How to apply for site plan review:

The Planning Commission conducts a public hearing for each application submitted for site plan review. Public hearings are conducted once each month on the third Wednesday of the month. They are held at **6:30 pm** in Room 110 of Schenectady City Hall, 105 Jay Street, Schenectady, NY. You, or someone you authorize to represent you, **MUST** attend the Planning Commission hearing at which your site plan will be considered. At the meeting you will be asked to:

- 1) Briefly describe your proposal.
- 2) Answer any questions the Commission may have about the proposal.

You must submit a complete application by the deadline in order to be placed on the next Planning Commission agenda. Your application **will not** be placed on any agenda of the Planning Commission unless your application is complete and submitted before the filing deadline. Approximately seven days prior to the public hearing, you will receive your written official notification/confirmation that you are on the agenda of the Planning Commission. You should read the description of your proposal very carefully. This is the same description that will appear in a legal notice in the local newspaper and, if incorrect, will result in a delay for lack of adequate legal notice. All information will be mailed to the address you provide on the application form. Please review it to ensure it is correct.

- B. A site plan is a drawing of your property, as it would look from above. It shows existing characteristics of your property as well as changes you plan to make to your property to make your proposal work appropriately. Your site plan should be easy to read and complete. **It must be prepared and stamped by a licensed architect, engineer, or land surveyor.** The site plan must be accurate, legible,

to scale, and in accordance with the attached required site plan elements list.

For Planning Commission purposes, the site plan has to tell the Commission what the property is like and how it works presently, what the neighborhood context is, and how you are going to change your property. As you review the required elements to your site plan you may find yourself thinking that some information has no reason for being there given your particular proposal. Please keep in mind that the required site plan elements listing has been created so that the Planning Commission has the information it requires to undertake an informed review, regardless of any specific proposal presented. You should also keep in mind that the Planning Commission may require additional information, which may not be included on the site plan elements listing.

- C. A complete application for site plan review consists of the following:
- 1) 18 copies of the completed application form, site plan, and narrative (if applicant deems necessary),
  - 2) The appropriate filing fee (based on the size of the property),
  - 3) The site plan must be complete, professionally prepared, accurate, legible, to scale, and prepared in accordance with the attached site plan elements list, and
  - 4) A Short Environmental Assessment Form (attached).

Please note that you must provide **18 FOLDED** copies of the site plan. If there are several pages to your application, please collate them accordingly. You should also note that your site plan should describe existing conditions as well as proposed changes and must address all of the listed elements discussed on the accompanying site plan elements list.

- D. Site plan review is an analysis of your site plan in order to determine that your proposal will be safe and orderly. Site plan review also minimizes undesirable impacts of proposals on nearby properties.
- 1) Review of your site plan is conducted in two stages. In the first stage, copies of your site plan are circulated to City staff (Engineering, Police, Fire, Development, and Building staff) whose collective recommendations are passed on to the Planning Commission in a staff report.
  - 2) In the second stage of review, the Planning Commission formally reviews your site plan. A public hearing is held and the Commission makes a decision whether to approve the site plan, approve it with conditions, or disapprove it. If your site plan is disapproved you have the right to amend it and re-apply for submittal for another site plan review.
- E. City Planning staff will prepare a staff report. The report will incorporate all comments from City staff, identify the technical components of your proposal,

indicate what environmental review actions are required, and identify if approvals from other agencies are known to be required. The staff report will also recommend actions by the Planning Commission.

- F. The Planning Commission is currently comprised of nine voting members. All of the members are experienced professionals and interested citizens of the City of Schenectady. Some members of the Commission have engineering, architectural, legal, real estate, planning, business and management expertise. When they make decisions regarding your proposal, you can be sure that they will have the best interests of the community in mind.

Any questions you may have in this regard will be answered by Christine Primiano, Planner, who can be reached at (518) 382-5147 from 9am to 5pm Monday through Friday.

## REQUIRED INFORMATION FOR FULL SITE PLAN REVIEW

You have been given this sheet to assist you in the preparation of an acceptable site plan for the Schenectady City Planning Commission. **If your site plan is determined to be substantially incomplete by the staff planner upon its submittal on the filing deadline date, the staff planner will automatically administratively table the application and your proposal will not be reviewed until an acceptable site plan is submitted by a future filing deadline date.**

The Planning Commission is required by law to review your site plan in accordance with all of the site plan elements listed below. That is why a completed site plan is so important. Safety on and near the site, workability of the site design and layout, and compatibility of the site plan with the neighborhood are the primary concerns of the Planning Commission.

You must submit a professionally prepared, neat, scaled, complete site plan by the filing deadline noted in the Instructions to Applicants sheets. If your site plans are **larger** than 8.5"x11" you must **fold** each site plan to this size.

Any questions you have concerning the preparation of your site plan can be answered by calling planning staff at (518) 382-5147.

### SITE PLAN ELEMENTS LIST

- 1) Show the following information as notations on the site plan:
  - a. Identify the property by its street address.
  - b. Provide today's date.
  - c. Identify the scale of the drawing (ex. 1 inch: = 20 feet).
  - d. Note the zoning district.
  - e. Note the tax map number of the property (this information can be acquired by phoning the City Assessor's Office at 382-5076.)
- 2) Indicate the applicant's full name and address and the property owner's name and address (if the same, show it as such).
- 3) Show the boundaries of the property and provide the dimension at each change of direction of the property line.
- 4) Draw the locations of the curb lines of all streets and alleys adjoining the property and show the following:
  - a) Provide the street (curb-to-curb) widths.
  - b) Provide the alley widths.
  - c) Show the street and alley Right-Of-Way widths.
  - d) Identify whether the streets are privately or publicly owned.
- 5) Place a labeled north arrow on the plan and denote whether it is azimuth or magnetic north.
- 6) Draw all the buildings on the property and provide the following information:

- a) Complete building dimensions.
  - b) Descriptions of existing uses of the building and the quantity of space so used.
  - c) Show the distances from the building to the nearest property line.
- 7) Draw the locations of the buildings on adjacent properties and provide the following information:
- a) Approximate dimensions of the buildings.
  - b) Approximate distances to property lines.
  - c) Describe uses of the buildings.
  - d) Identify the construction of the buildings (brick, frame, brownstone, etc.).
- 8) 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 4<sup>th</sup> 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 anticipated number of customers.
- 9) Locate and describe any existing and all proposed driveways, curb cuts and walkways. If none existing or proposed, so state. If new curb cuts are being proposed, provide detail to describe its construction and layout.
- 10) Provide the following information to describe landscaping on the property:
- a) Show all existing landscaping, trees, fences and identify its size and type.
  - b) Show all proposed new landscaping, trees and fences and identify by species, caliper size, height, number and spacing.
- 11) Prepare a scaled drawing of any proposed sign(s) and provide the following information:
- a) Overall sign dimensions.
  - b) Sign colors.
  - c) Method of illumination (if none, so state).
  - d) Approximate messages (ex: Sam's Deli, open 24 hours).
  - e) Identify the installation height of the sign above grade.
  - f) Show the sign(s) installation locations(s).
  - g) Identify the type of sign proposed (ex. Flush mounted, projecting, freestanding, etc.).

- 12) Draw existing and/or proposed offstreet parking areas and provide the following information:
  - a) Identify the overall dimensions of the parking area.
  - b) Identify each individual parking stall by number and each grouping of parking stalls by letter (example: Group A, stalls 1, 2, 3... 13; Group B, stall 14, 15, 16; Group C, stalls 17, 18, 19... etc.).
  - c) Identify the pavement material.
  - d) Indicate the method of delineating spaces.
  - e) Describe how the parking area will be illuminated (if it will not be, so state) and include design of lamp heads and wattage.
  - f) Identify the size of all parking spaces.
  - g) Indicate the total number of parking spaces, both existing and proposed.
  - h) Show locations of guard rails, tire stops, bollards etc.
  - i) Show the locations of all landscaping, screening and traffic islands.
  - j) Indicate the slope of all driveways and the parking surface.
  - k) Describe how storm water will be drained and removed.
  - l) Describe how snow will be removed and where it will be piled.
- 13) Using arrows, show traffic circulation patterns to and from the site, and the direction of traffic of all adjoining streets and alleys.
- 14) Provide topography lines or spot elevations if there is more than a five foot difference in elevation between any two points on the site.
- 15) Show the locations and describe all exterior lighting not associated with parking.
- 16) If additional pavement or roof area will be placed on the site, describe how storm drainage will be addressed and include the following information as it applies:
  - a) Provide rim and invert elevations for each catch basin.
  - b) Identify the size and material of all storm lines (12" minimum diameter required).
  - c) On the site plan, show the new locations of new catch basins and storm lines and where they will connect into existing lines.
  - d) Describe the material and indicate the size of the existing lines the new lines will connect into.
- 17) Identify the locations of existing water supply and of existing sanitary sewerage lines and describe their material and size.
- 18) Describe future trash collection provisions and include the following information:
  - a) Show where the trash will be accumulated on the property (dumpster locations, trash can locations, etc.).
  - b) Show where the trash will be collected (at the curb, in the alley, etc.).
  - c) Identify who will collect the trash (City collection, private commercial collection, transfer to landfill by tenants or property owner, etc.).

- 19) Show the location of the nearest fire hydrant on the plan and describe any additional fire protection measures that exist or that will be added to the property (sprinkler systems, smoke detectors, siamese connection locations, alarms, etc.).
  
- 20) If modifications to the exterior of the building or new construction is proposed (such as an addition, entry alteration, new windows or doors, etc.), submit a sketch to indicate the shape of the proposed change, the color, the size and the materials to be used.