



**CITY OF SCHENECTADY
NEW YORK**

CITY PLANNING COMMISSION

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Room 14, City Hall, Jay Street

SCHENECTADY, NY 12305-1938

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CHANGE IN TENANCY

Filing Requirements:

Please provide 18 sets of your application packet. Each packet should contain:

1. One copy of the Change in Tenancy application form
2. One copy of the Short Environmental Assessment Form
3. One copy of the site plan drawing
4. One copy of the drawing showing your proposed sign

The filing fee of \$100 is due at the time you submit your application in order to be placed on the agenda for the next Planning Commission meeting.

Do not leave anything blank on the application. Call 382-5147 if you need help filling out the forms.

All packets must be folded to fit in an 8 1/2" x 11" envelope. Rolls of drawings are not accepted.



City of Schenectady
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CITY PLANNING COMMISSION

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

APPLICATION FOR CHANGE IN TENANCY 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. If there is new construction, please provide a detailed description):

APPLICANT CONTACT INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____

TENANT OR OWNER? _____

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

NAME: _____ PHONE: _____

ADDRESS: _____

SIGNATURE OF THE OWNER OF THE PROPERTY --REQUIRED FOR REVIEW OF YOUR PROPOSAL: _____

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"

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

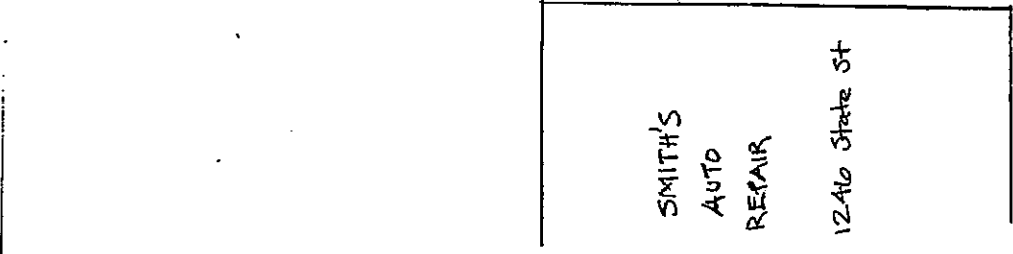
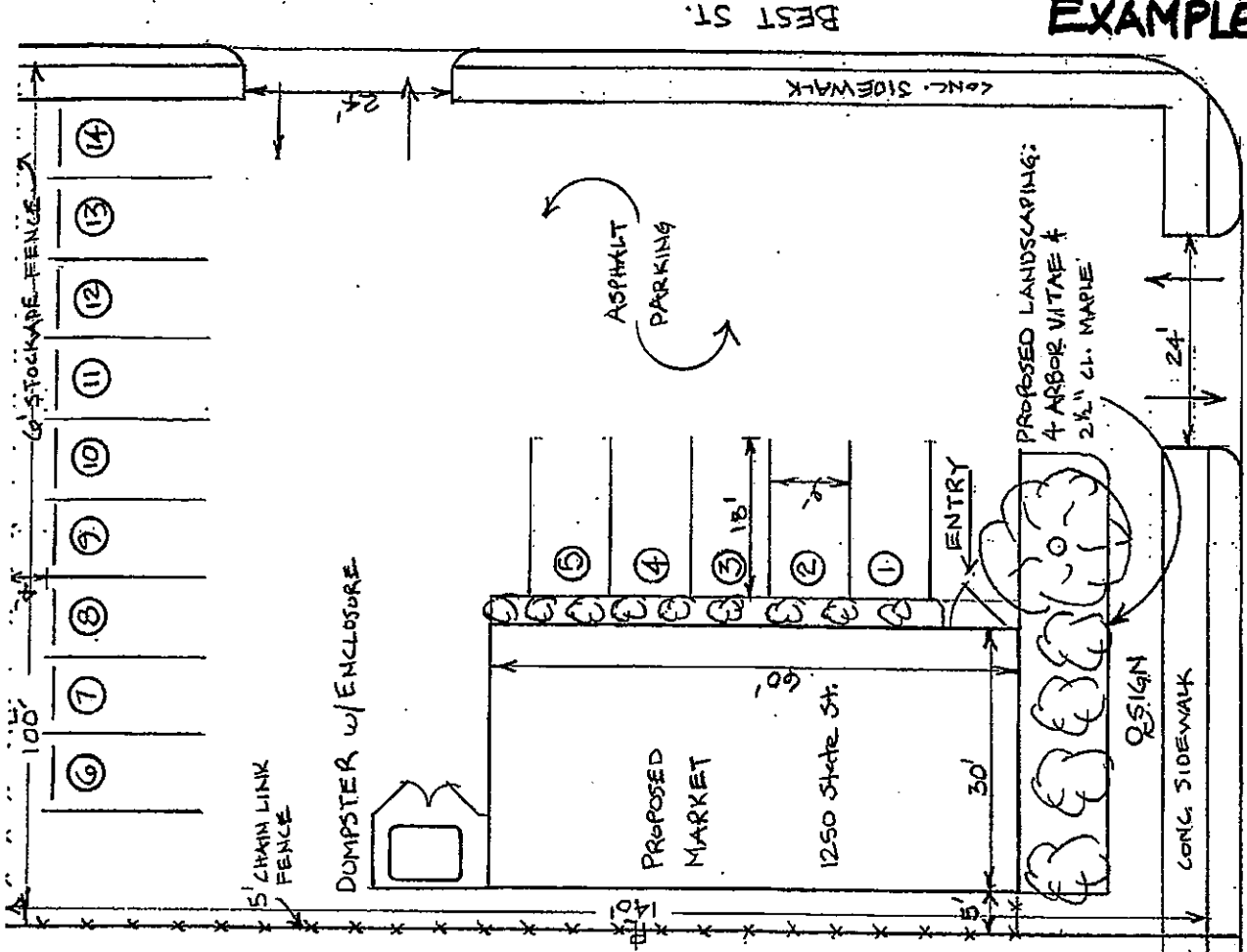
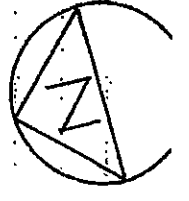
REQUIRED INFORMATION FOR CHANGE IN TENANCY REVIEW

In an effort to expedite the opening of your business, the City Planning Commission has shortened the list of required information that must be shown on the site plan drawing. Prepare all site plans accurately, to scale, and use a straight edge. Please refer to the attached example of a site plan drawing.

If you are not capable of drawing a site plan similar to the example attached, we recommend that you hire a professional to do the 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 approval and the opening of your business an additional month. Submit 18 copies for review and approval, folded to fit in an 8.5"x11" envelope.

1. Show the following information on the site plan:
 - a) Identify the property by its street address.
 - b) Today's date.
2. 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 of each building.
 - b) Descriptions of existing uses of the buildings.
 - c) Show the property line and its length in feet 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 (ie. 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 and the width of all driveways, curb cuts and walkways.
6. 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')
7. Show where garbage will be stored and how it will be stored (i.e. cans, dumpster, etc.)
8. If any exterior changes are proposed, provide detailed elevation drawings that show the new style, the materials, and the colors you propose to use.
9. Provide a detailed rendering of your proposed sign drawn by a professional sign company. 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 or attached.

EXAMPLE SITE PLAN



- ① Address: 1250 State St.
Date: JUNE 21, 2002
SCALE: 1"=20' / 1/8"=5'
- ② Applicant: John Stone
 14 Cooks Court
 Clifton Park, NY 12065
 371-0257
- ③ Owner: Dave Rock
 41 Lexington Rd
 Schuyl, NY 12309
 372-1234
- ④ a) Site Drawing
 b) EXISTING 1200 sq. ft. restaurant
 c) See Dwg.
 a) Proposed MARKET:
 b) 1800 sq. ft.
 c) M-F 8am-9pm / 4 employees /
 200 customers peak day

