



City of Schenectady

CITY PLANNING COMMISSION

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SCHENECTADY, NY 12305-1938
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cityofschenectady.com

CHANGE IN TENANCY REVIEW **APPLICATION REQUIREMENTS**

Mandatory staff review submission:

1. The filing **fee**. The application will not be reviewed if payment is not submitted. * Please refer to the Commission Filing Fee.
2. **One** copy of each of the following:
 - a. The **Change in Tenancy Review Checklist** completed by the applicant or representative
 - b. The **Change in Tenancy Review Application Form**
 - c. The **Site Plan Drawing(s)**
 - d. The drawing of the proposed **sign(s)** prepared by the sign company

Final submission for review by the Planning Commission:

10 sets of the application packet. **Each** packet must include:

- a. The **Change in Tenancy Review Checklist**
- b. The **Change in Tenancy Review Application Form**
- c. The **Site Plan Drawing(s)**
- d. The drawing of your proposed **sign(s)**

Do not submit rolls of drawings. Site plans and supplemental information must be **folded** to the approximate size of 8.5" x 11" for distribution to City staff.

Incomplete application forms, site plans, or SEQR forms will not be accepted. If you have questions when filling out the forms, please call (518)382-5147 for assistance.



City of Schenectady

NEW YORK

CITY PLANNING COMMISSION

Room 206, City Hall, Jay Street
Schenectady, NY 12305-1938
Phone: 518.382.5147 Fax: 518.382.5275

APPLICATION FOR CHANGE IN TENANCY REVIEW

LEGAL ADDRESS of PROPOSAL: _____

ZONING DISTRICT: _____ TAX PARCEL ID # _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

PROPOSAL DESCRIPTION (Must include # of employees, hours of operation, and description of proposed business. If new construction is planned, please provide a detailed description):

APPLICANT CONTACT INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

EMAIL: _____ (required for notification)

PROPERTY OWNER CONTACT INFORMATION (if different from applicant)

NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

EMAIL: _____ (required for notification)

SIGNATURE OF THE PROPERTY OWNER IS REQUIRED FOR REVIEW OF THE PROPOSAL:

I, _____ certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with Chapter 264 of the City Code and with the conditions and terms of the site plan approval.

Signature: _____

Date: _____



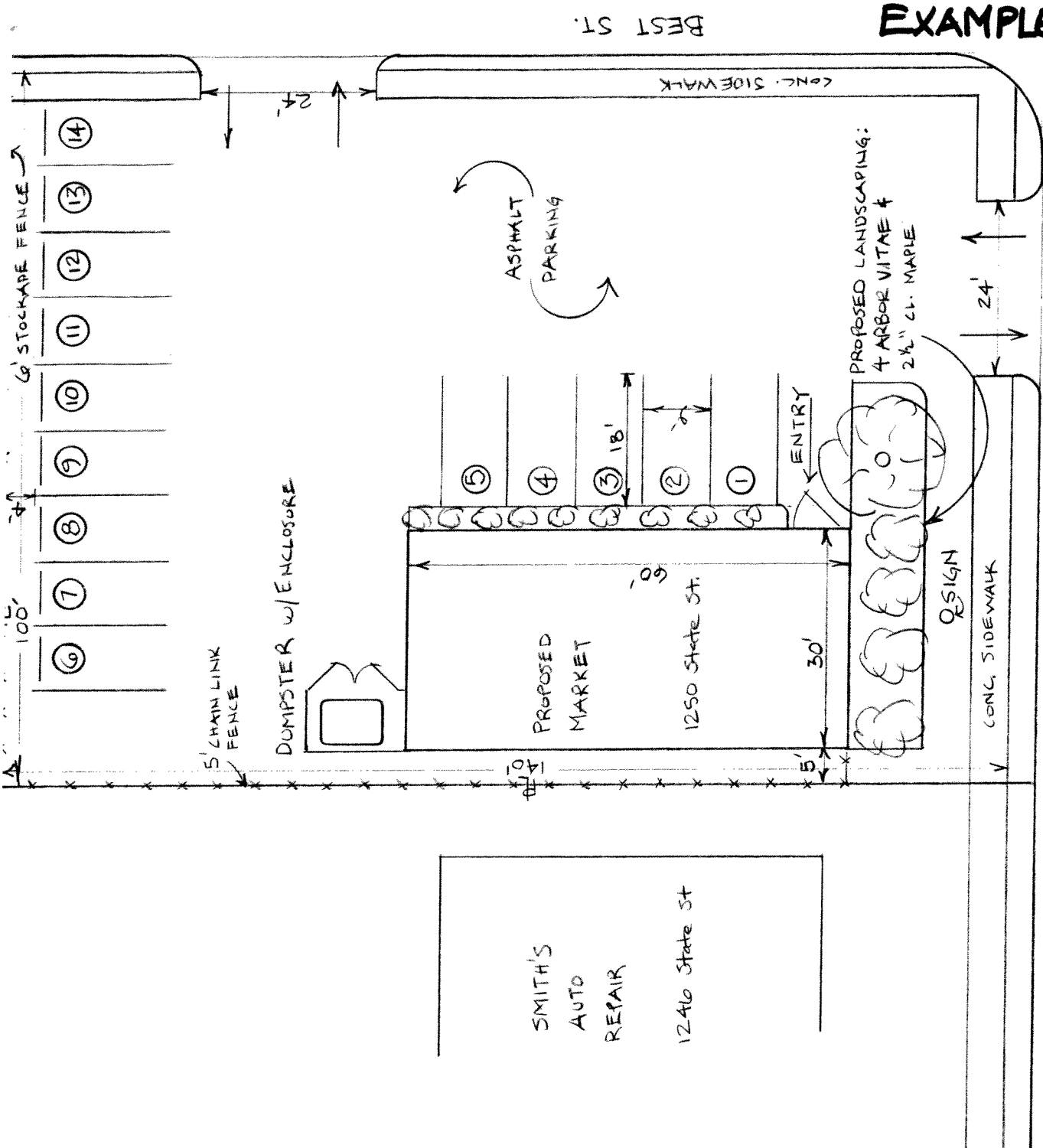
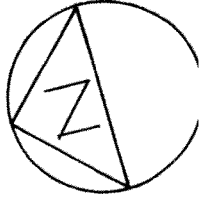
Change in Tenancy Site Plan Checklist

All information listed below is required on the site plan drawing

Information	Description	City Code Section / Notes	Complete
Site Notations	List the street address, date, scale of the drawing, zoning district, and tax parcel ID#, label north arrow	264-89	
Boundary Lines	Show the location of the property lines and show dimensions at each change of direction of the property line.	264-89	
Building Location(s)	Show all building dimensions, description of uses, square footage of uses, distance to closest property line	264-89	
Driveways and Sidewalks	Show all the width of all driveways, curb cuts, walkways, and sidewalks. All curb cuts and sidewalks must be to City standard (details on the City website)	264-89 B & C and 228-18 sidewalks and curb cuts must be designed to Engineering Dept. standards	
Traffic Circulation	Show the direction of vehicular traffic patterns and turning radii if large vehicles are accessing the site for deliveries.	264-89 A	
Parking	Show all offstreet parking areas: total number of spaces, surface material, curbs, tirestops or guardrails, delivery locations, and snow storage	264-43 must be designed to the standards in the zoning ordinance	
Landscaping	Show all existing and proposed greenspace and tree plantings	264-89 G and 264-50 must be designed to the standards in the zoning ordinance	

Lighting Plan	Show all exterior building and site lighting; must be code compliant	264-89 D and 264-54 must be designed to the standards in the zoning ordinance	
Garbage Storage	Show the location and type of garbage storage: must be enclosed and screened from public view	264-89 L and 264-49 G must be designed to the standards in the zoning ordinance	
Signs	Provide professionally prepared renderings for all site signage, including size, type of sign, materials of sign, lighting and exact location	264-89 D and 264-61 must be designed to the standards in the zoning ordinance	
Changes to the exterior of the building	Provide a detailed description of changes that are planned to the outside of the building. Details must include type of materials, colors, specification of doors, windows, and lighting. Major renovations will require professionally prepared plans for approval.	264-89 D and 264-49 must be designed to the standards in the zoning ordinance	

EXAMPLE SITE PLAN



- 1) Address: 1250 State St.
- 2) Date: JUNE 21, 2002
- 3) SCALE: 1"=20' / 1 Sq. = 5'
- 4) APPLICANT: John Stone
14 Cooks Court
Clifton Park, NY 12065
371-0257
- 5) Owner: Dave Rock
41 Claxton Rd
Schuyl, NY 12309
372-1234
- 6) a) See Drawing
b) Existing 1800 s.f. restaurant
c) See DWG
- 7) a) Proposed MARKET
b) 1800 s.f.
c) M-F 8am-9pm / 4 employees /
200 customers peak day
- 8) SEE DWG
- 9) SHOWN ON DRAWING
- 10) SEE ATTACHED
- 11) SEE ATTACHED DRAWING
PREPARED BY THE
SIGN COMPANY.