



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

**Christine S. Primiano, Principal Planner**  
Room 14, City Hall, Jay Street  
SCHENECTADY, NY 12305-1938  
518.382.5147  
[cprimiano@schenectadyny.gov](mailto:cprimiano@schenectadyny.gov)  
[www.cityofschenectady.com](http://www.cityofschenectady.com)

## **SITE PLAN REVIEW**

### **Application Filing Requirements:**

Please provide **10 sets** of your application packet. **Each** packet should contain:

- 1. One copy of the Site Plan Review application form**
- 2. One copy of the Short Environmental Assessment Form**  
(Go online to [www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seaf.pdf](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seaf.pdf))
- 3. One copy of the site plan drawing**
- 4. One copy of the drawing showing your proposed sign**

The filing fee 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 or environmental assessment form. Call 382-5147 if you need help filling out the forms.

All packets must be folded so that they fit in an **8 1/2" x 11"** envelope. Rolls of drawings are not accepted. If any drawings are larger than 8 1/2"x11", they must also be submitted by email or on a disc.

**YOU CANNOT OPEN YOUR BUSINESS UNTIL AFTER PLANNING COMMISSION APPROVAL**



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### 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. Special meetings are sometimes conducted at different times and locations, so please confirm with the staff planner. 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 flying in an airplane up 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) 10 copies of the completed application form and narrative (if applicant deems necessary). All packets must be folded to fit in an 8 1/2" x 11" envelope. Rolls of drawings are not accepted. If any drawings are larger than 8 1/2"x11", they must also be submitted by email or on a disc.
  - 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 **10 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, Principal Planner, who can be reached at (518) 382-5147 from 9am to 5pm Monday through Friday or at [cprimiano@schenectadyny.gov](mailto:cprimiano@schenectadyny.gov).

## 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, it will automatically be administratively tabled until an acceptable site plan is submitted. Resubmissions must be in by the 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 calling 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 boundary survey 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 if the structures are within 10 feet of the property line. If the buildings are within 10 feet, show 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 are existing or proposed, so state. If new curb cuts are being proposed, provide detail to describe its construction and layout. The details must be to the City Standard. Contact the City Engineer's office at 382-5082 for more information.
- 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 (3 inches is the City minimum), 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, box sign, 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 the total number of parking spaces by aisle (ie Aisle 1 has 35 spaces, Aisle 2 has 24 spaces, etc.
  - c) Indicate the total number of parking spaces, both existing and proposed.
  - d) Identify the pavement material.
  - e) Indicate the method of delineating spaces.
  - f) Describe how the parking area will be illuminated (if it will not be, so state) and include design of lamp heads and wattage.
  - g) Identify the size of all parking spaces. City minimum is 8.5'x18'
  - 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. Please note that New York State requires the City to review a Storm Water Pollution Prevention Plan for all projects that disturb an acre or more of land.
  - l) Describe how snow will be removed. If stored on site, show where it will be piled.
  
- 13) 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.
  
- 14) Identify the locations of existing water supply and of existing sanitary sewerage lines and describe their material and size.
  
- 15) Using arrows, show traffic circulation patterns to and from the site, and the direction of traffic of all adjoining streets and alleys.
  
- 16) Provide topography lines or spot elevations if there is more than a five foot difference in elevation between any two points on the site.
  
- 17) Show the locations and describe all exterior lighting not associated with parking. This includes all building mounted lighting.
  
- 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.). Storage of trash on the exterior of a building that can be seen from a public right-of-way requires that the

area be screened from public view. Details for a proper enclosure must be submitted.

- 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.), a detailed architectural elevation drawing must be submitted for Planning Commission approval. The drawing must show the proposed construction or renovation, colors, building materials, sizes of all openings and any other information that describes the proposal. The elevation drawings should include lighting and proposed signage.



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## APPLICATION FOR SITE PLAN REVIEW

### 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: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### PROPERTY OWNER CONTACT INFORMATION (IF DIFFERENT FROM APPLICANT)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

**SIGNATURE OF THE PROPERTY OWNER IS 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 264-91"*