



City of Rensselaer  
Planning and Development Agency  
City Hall  
62 Washington St.  
Rensselaer, NY 12144  
518-465-1693  
FAX 465-2031

**Request for Site Plan Review and/or Special Use Permit**  
**Approval Under City Zoning Ordinance**

Property Address: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Tax Map # or #'s \_\_\_\_\_ Request  
(Circle all that Apply):  
Site Plan Review \$100 · Special Use Permit \$100 · Site Plan Amendment \$50 · Certificate of Appropriateness (Free)

Applicant's Name (Print) \_\_\_\_\_ Full Mailing Address \_\_\_\_\_  
Full Physical Address (PO Box): \_\_\_\_\_ Telephone Number (s) \_\_\_\_\_

Owner's name (if not applicant): \_\_\_\_\_ Full Mailing Address: \_\_\_\_\_  
Full Physical Address (PO Box): \_\_\_\_\_ Telephone Number : \_\_\_\_\_

Detailed Description of proposed activity and use(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
I also enclose a plot (site) plan and supporting information to demonstrate compliance with the regulations applying to the use intended and the standards for site plan review and approval stated in Article VII and or Special use permits stated in Article VI of the city zoning ordinance (Local law #1, adopted 1979) as described under site plan details on page 3 of this application.

Request must be accompanied by cash or check (made payable to the City of Rensselaer):

_____	_____	\$ _____
Signature of Applicant	Date	Amount Enclosed
_____	_____	
Signature of Owner	Date	

**FOR PLANNING COMMISSION USE ONLY**

Received by Planning Commission Secretary:	Date: _____	
Public Notice:	Date: _____	
Referred to County:	Date: _____	Action: _____
Public hearing:	Date: _____	
Planning Commission Action:	Date: _____	Action: _____

Applicant notified of Action on Preliminary Site Plan:	Date: _____
Final Site Plan submitted:	Date: _____
Final Site Plan:	Approved: _____
	Disapproved: _____

**REIMBURSABLE COSTS:**

Have such costs been incurred?	Yes: _____	
Description: _____		Amount: _____
Description: _____		Amount: _____
Description: _____		Amount: _____
	No: _____	
Has the City been reimbursed?	Yes: _____	Date: _____
	No: _____	
<b>PERFORMANCE BOND/GUARANTEE:</b>		
Is Bond required?	Yes: _____	Amount: _____
	No: _____	
Has Bond/Guarantee been posted?	Yes: _____	Amount: _____
	No: _____	

Building and Zoning Administrator notified to issue BUILDING PERMIT:	DATE: _____
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## ENVIRONMENTAL REVIEW

Applicant shall also complete a Short Environmental Assessment Form for the following requests: 1) construction or expansion of a non-residential facility that is not consistent with existing zoning and/or exceeds 4,000 s.f. (63'x63') of gross floor area 2) construction or expansion of a 4-family residential structure or larger 4) use variance 5) area variance for non-residential structure 6) area variance for a 4-family residential structure or larger 7) special use permit

If the project meets the following thresholds then the applicant shall complete a Full Environmental Assessment Form: 1) located in or adjacent to an historic district / site / structure or public park land / open space 2) is non-residential and will alter more than 10 acres 3) is residential and involves connecting 250 units or more to public water/sewer 4) is residential and involves 50 units or more not to be connected to public water/sewer 5) involves a facility over 100,000 s.f. in gross floor area.

## SITE PLAN DETAILS

The application for preliminary site plan approval shall be accompanied by a site plan with information drawn from the following checklist as determined necessary by Planning and Development Agency Staff.

Incomplete applications will not be placed on the agenda. Eight (8) full-scale copies and four (4) copies on letter (8.5"x11") or tabloid (11"x17") size paper are requested per application.

Ideally, site plans should be prepared by a licensed architect, surveyor, or engineer. A survey and/or signed, stamped professional plans are nearly always required to accompany the application for site plan review when the project involves new construction or significant additions.

### Preliminary Site Plan Elements:

1. Title of drawing, including property address, name / address of applicant, and name / address of person responsible for preparation of such drawing (such as the professional architect, engineer, or surveyor);
2. North arrow, scale, and date;
3. Boundaries of the property, adjacent parcels, streets, and zoning setbacks plotted to scale;
4. Existing watercourses;
5. Grading and drainage plan, showing existing and proposed contours at an appropriate interval, to be specified by Planning and Development Agency staff;
6. Location, proposed use, and height of all buildings;
7. Location, design, and construction materials of all parking and loading areas, with access and egress drives thereto;
8. Provision for pedestrian access;
9. Location of outdoor storage, if any;
10. Location, design, and construction materials of all existing or proposed site improvements, including drains and culverts;
11. Description of the method of sewage disposal and location, design, and construction materials of such facilities;
12. Location of fire and other emergency zones, including the location of fire hydrants;
13. Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar energy;
14. Location, size, design, and construction materials of all proposed signage;
15. Location and proposed development of all open spaces and buffer areas, including indication of existing vegetative cover;
16. Location and design of outdoor lighting facilities;
17. Designation of the amount of building area proposed for retail sales or similar commercial activity.
18. General landscaping plan and schedule; and
19. Other elements integral to the proposed development, as considered necessary by Planning and Development Agency staff, including identification of any State or County permits required for the project's execution.