



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET
Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



APPLICATION TO THE ZONING BOARD OF APPEALS

Request

See attached schedule of fees for cost of application. One request per application.

Area Variance Use Variance Zoning Interpretation

This application made on the _____ day of _____, 20____, is an appeal from the decision of the Planning Department's based on requirements set forth in the City of Rensselaer Zoning Ordinance. Included with this application is a site plan of the property with all structures indicated heron and a copy of the Planning Department's determination.

Property Address: _____

Zoning District: _____ **Tax Map #/#'s:** _____

Detailed description of proposed activity and use(s): _____

Why is a variance/interpretation/change required? Please refer to the relevant sections of the Zoning Ordinance.

Justification? You must address each criteria outlined in the attachments to this application. Please use an additional sheet if necessary.



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Applicant's Name (print): _____

Applicant's Phone Number: _____

Full Mailing Address: _____

Full Physical Address (if different from mailing): _____

Applicant's Email Address: _____

Is the applicant the property owner? Yes No

If you checked "No", please complete the section below with the property owner's contact information.

Owner's Name (print): _____

Owner's Phone Number: _____

Full Mailing Address: _____

Full Physical Address (if different from mailing): _____

Owner's Email Address: _____

I hereby certify that all of the above statements and statements contained in all the exhibits transmitted herewith are true to the best of my knowledge.

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

Signature of Applicant

Date

Signature of Owner (if applicant is not property owner)

Date

\$ _____
Amount Enclosed

Cash Check
(Circle one)



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FOR PLANNING USE ONLY

Received by Planning Department

Date:

Notice of Complete

Date:

Notice of Incomplete

Date:

Public Notice

Date:

Referred to County

Date:

Action:

Public Hearings

Date:

Zoning Board Action/Decision

Date:

Action:

Applicant Notified of Zoning Board Action/Decision

• Use Variance Granted

Date:

• Use Variance Denied

Date:

• Area Variance Granted

Date:

• Area Variance Denied

Date:

• Interpretation

Date:

• Change

Date:

Notes:

Building and Zoning Administrator notified

Date:

PLANNING AND DEVELOPMENT SCHEDULE OF FEES AND VIOLATIONS		
Definitions for Planning Commission Fees		
Minor Site Plan	Less than 3,000 square feet; unless otherwise specified	
Major Site Plan	3,000 square feet or greater; unless otherwise specified	
Minor Subdivision	No more than four (4) lots not requiring public infrastructure	
Major Subdivision	Five (5) or more lots or any subdivision with public infrastructure	
Original Fee*	Does not apply to fees calculated before 6/3/2020, those calculated after this date will be consistent with new fee schedule	
Zoning Board of Appeals		
Use Variance	\$	200.00
Area Variance	\$	150.00
Interpretation	\$	100.00
Certificate of Appropriateness		
Residential	\$	100.00
Commercial	\$	250.00
Planning Commission		
Administrative Action and Business Permit		Per planning fees
Sketch Plan Conference	\$	350.00
Special Use Permit	\$	100.00
Preliminary Site Plan Review		
	<i>Minor</i>	\$ 350.00
	<i>Major</i>	\$ 750.00
<i>Per additional 1,000 square feet of new construction footprint</i>	\$	150.00
Final Site Plan Review OR Renewal		
	<i>Minor</i>	\$ 300.00
	<i>Minor Renewal</i>	Original fee* for preliminary review
	<i>Major</i>	\$ 400.00
	<i>Major Renewal</i>	Original fee* for preliminary review
Site Plan Amendment OR Extension		
	<i>Minor</i>	½ of original fee*
	<i>Major</i>	½ of original fee*
Minor Subdivision		
	<i>Sketch plat approval</i>	\$ 200.00
	<i>Final plat approval</i>	\$ 350.00
	<i>Per proposed residential lot (including original)</i>	\$ 150.00
	<i>Per non-residential lot (including original)</i>	\$ 250.00
Major Subdivision		
	<i>Sketch plat approval</i>	\$ 400.00
	<i>Final plat approval</i>	\$ 350.00
	<i>Per proposed residential lot (including original)</i>	\$ 150.00
	<i>Per non-residential lot (including original)</i>	\$ 250.00
SEQR Lead Agency Coordination	\$	100.00
Lot Line Adjustment	\$	200.00
SEQR EIS Review (Draft & Final)		Per engineering fees
Storm Water Pollution Prevention Plan Review		Per engineering fees
Planning Information and Data Services		
Certificate of Use	\$	50.00
	<i>Annual Certificate of Use Renewal</i>	\$ 25.00
	<i>Failure to Renew Certificate of Use</i>	\$ 75.00

Zoning Maps 8.5"x11" or 34"x44"		\$5/\$20
Other Mapping, Data or Information Services		Per Planning Fees
Long Form EAF Review	\$	100.00
Draft EIS Review	\$	500.00
Final EIS Review	\$	250.00
Zoning Code Challenge	\$	50.00
Zoning Compliance Letter/Flood Plain Letter	\$	50.00

Zoning Violations	
Citation	Penalty
First citation	No less than \$50
Second citation	Minimum \$100 per day
Third citation	Minimum \$200 per day
Each addition citation	Not to exceed \$300 increase in the previously assessed fine. Maximum monetary fine for each citation not to exceed \$2,500.