



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 Special Use Permit Site Plan Amendment Certificate of Appropriateness
See schedule of fees for cost of application

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: _____	
PERFORMANCE BOND/GUARANTEE:		
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.

PLANNING AND DEVELOPMENT SCHEDULE OF FEES

Adopted 2/5/2020

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	\$ 25.00
Sketch Plan Conference	FREE
Special Use Permit	\$ 100.00
Site Plan Review	
<i>Residential</i>	\$ 200.00
<i>Commercial</i>	\$ 300.00
<i>Per additional 1,000 square feet of new construction</i>	\$ 50.00
Major Site Plan Amendment	
<i>Residential</i>	\$ 100.00
<i>Commercial</i>	½ of original fee
Subdivision	\$ 150.00
<i>Per single family residential lot</i>	\$ 50.00
<i>Per acre subdivided for commercial, industrial, or multi-family</i>	\$ 100.00
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