

# *City of Rensselaer, NY*

## Development Process Overview and Checklist



### PROCESS OVERVIEW

#### PHASE I: PRE-DEVELOPMENT

- i. Zoning consultation, determination of compliance and project scale
- ii. Preliminary application development
  - a. Sketch plan conference/pre-development meeting
  - b. Planning Department determination of complete or incomplete application
- iii. Preliminary application submission and review by Planning Commission
  - Request for Special Use Permit, if applicable
  - Request for Certificate of Appropriateness, if applicable
  - Request for SEQR Lead Agency coordination, if applicable
  - Referral to Zoning Board of Appeals (ZBA), if applicable
- iv. Preliminary application approval
  - a. Referral to Rensselaer County Bureau of Planning
  - b. ZBA review
    - ZBA approval: recommendation to advance to Phase II
    - ZBA denial: recommendation to revise preliminary application
  - b. Declaration of OR coordination with Lead Agency
  - c. Issuance of preliminary application approval or rejection with justification

#### PHASE II: SITE PLAN REVIEW

- i. Submission of final detailed plans

- ii. Planning Commission review and issuance of SEQR declaration
  - Positive SEQR declaration: begin EIS
  - Negative SEQR declaration: proceed to Phase II, step iii
- iii. Planning Commission final approval
  - a. Issuance of site plan approval letter(also special use permits and certificates of appropriateness) by Director of Planning and referral to Building and Zoning Administrator for necessary permits
  - b. Final site plans signed and stamped by Director of Planning and Chair of Planning Commission

### **PHASE III: PRE-CONSTRUCTION**

- i. Consultation with Building and Zoning Administrator
- ii. Permit application
- iii. Permit approval and issuance

### **PHASE IV: CONSTRUCTION/DEVELOPMENT**

- i. Begin construction
  - a. Schedule regular construction inspections with Building and Zoning Administrator per New York State requirements, as necessary
  - b. Permit renewal or extension, as necessary
- ii. Final inspections
- iii. Permit close-out
- iv. Construction completion

### **PHASE V: POST DEVELOPMENT**

- i. Obtain necessary permits for operation
  - a. Operating Permit
  - b. Certificate of Use
- ii. Certificate of Occupancy
- iii. Project closeout

## PROJECT CLOSEOUT CHECKLIST

A project will be deemed complete upon satisfaction of the requirements listed below:

- Zoning verification
- Sketch plan conference, if applicable
- Departmental Notice of Complete Application
- Preliminary site plan approval
- Special use permit, if applicable
- Zoning variances, if applicable
- Final site plan approval
- Site visit and completed application for building permits (including provision of insurances)
- Maintenance of valid building permits for duration of project
- Passed construction inspections at each phase of development
- Passed final construction inspections at conclusion of development
- Closure of building permit(s) by Building and Zoning Administrator
- Issuance of Operating Permit, if applicable
- Issuance of Certificate of Use, if applicable
- Certificate of Occupancy, if applicable

Once a project has checked all necessary boxes, the development process through the City of Rensselaer Planning and Development and Building Departments will be closed out. Completed projects will be issued the necessary permits to operate fully in the city and will be expected to display them in the public view if necessary.