



# CITY OF RENSSELAER PLANNING AND DEVELOPMENT

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



## REQUEST FOR SITE PLAN REVIEW AND/OR SPECIAL USE PERMIT APPROVAL UNDER CITY ZONING ORDINANCE

### Request

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

Site Plan Review: Preliminary  Extension  Renewal  Amendment  Minor

Special Use Permit:

Certificate of Appropriateness:

SEQR Review for Zoning Change or Other Independent Action:

Property Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax Map #/#'s: \_\_\_\_\_

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: \_\_\_\_\_



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Detailed description of proposed activity and use(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I also enclose a plot (site) plan and supporting information to demonstrate compliance with regulations applying to the use intended and the standards for site plan review and approval stated in Article VII or Special Use Permits stated in Article VI of the City Zoning Ordinance (Local Law #1, adopted 2012) as described under site plan details on page 5 of this application.

I am requesting a submittal waiver for the following: \_\_\_\_\_  
\_\_\_\_\_

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:

Planning Commission Action

Date:

Action:

### Applicant notified of Action on Site Plan

• Preliminary

Date:

• Final

Date:

• Extension

Date:

• Renewal

Date:

### Notes:

Building and Zoning Administrator notified to issue building permit

Date:

Building and Zoning Administrator granted submittal waiver

Date:



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## ENVIRONMENTAL REVIEW

In compliance with the State Environmental Quality Review Act ("SEQRA"), the Applicant shall submit an environmental assessment form ("EAF") with its application. For those actions that meet the criteria in the SEQRA regulations (6 NYCRR §617.4) for "Type I" actions, the Applicant shall complete Part I of the full (long-form) EAF. For those actions that do not meet the Type I criteria (i.e., "Unlisted" actions), the Applicant may submit a short-form EAF.

## 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. Two (2) full-scale copies and Eight (8) copies on letter (8.5"x11") or tabloid (11"x17") size paper as well as digital copies provided via email or USB flash drive are requested for each application.***

Ideally, preliminary site plans should be prepared by a licensed architect, surveyor, or engineer. A survey and/or signed, stamped professional plans are always required to accompany the application for final site plan review - especially 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;



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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.



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[www.rensselaerplanning.com](http://www.rensselaerplanning.com)



## CERTIFICATE OF APPROPRIATENESS

Property Address: \_\_\_\_\_

Owner/Applicant Name & Address: \_\_\_\_\_

Owner/Applicant Phone Number: \_\_\_\_\_

Owner/Applicant Email Address: \_\_\_\_\_

Description of Existing Conditions: *(please include color photos of existing conditions)*

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*(Use back of form for additional space if needed)*

Description of Proposed Improvements: *(please include renderings/photos/product information for proposed improvements)*

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*(Use back of form for additional space if needed)*

Pursuant to Article IV, Section H of the City of Rensselaer Zoning Ordinance, I hereby apply for a Certificate of Appropriateness to do the proposed work as described above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Application

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

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

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