



**CITY OF SCHENECTADY  
NEW YORK  
CITY PLANNING COMMISSION**

**Christine S. Primiano, Principal Planner**

Room 14, City Hall, Jay Street  
SCHENECTADY, NY 12305-1938

518.382.5147

[cprimiano@schenectadyny.gov](mailto:cprimiano@schenectadyny.gov)

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

## **SPECIAL USE PERMIT**

### **Application Filing Requirements:**

Please provide **10 sets** of your application. Each packet should include the following:

- 1. One copy of the Special Use Permit application**
- 2. One copy of the Short Environmental Assessment Form**  
(Go online to [www.dec.ny.gov/docs/permits\\_ej\\_operations\\_pdf/seaf.pdf](http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seaf.pdf))
- 3. One copy of the site plan drawing**
- 4. One copy of the drawing showing the proposed sign**

The filing fee is due at the time you submit your application in order to be placed on the agenda for the next Planning Commission meeting.

Do not leave anything blank on the application. Call 382-5147 if you need help filling out the forms.

All packets must be folded to fit in an **8 1/2" x 11"** envelope. Rolls of drawings are not accepted.

**City of Schenectady**  
**Application for a Special Use Permit**  
**under Chapter 264 of the Zoning Code**

**TO THE PLANNING COMMISSION:**

I, \_\_\_\_\_ the owner of the property located at, \_\_\_\_\_, Tax map number, Sec. \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_, Hereby petition the Planning Commission of the City of Schenectady to grant a Special Use Permit under Article XIV of the Zoning Code, Section(s) 264-96 through 99, to allow the following as described below and shown on the accompanying drawings.

Special permit uses are those uses having some special impact or unique form which require a case by case review of their location, design, configuration and impact, to determine against fixed standards, the desirability of permitting their establishment on any particular site. Please answer the following questions with as much detail as possible to assist the Planning Commission with their review. Attach additional sheets as necessary.

1. What is the present zoning classification of the parcel?

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2. What are the surrounding parcels used for? (i.e. one family, commercial, parkland)

North	_____	South	_____
East	_____	West	_____

3. Describe the proposed use: (include information as is pertinent to your application about building size, hours of operation, number of employees, number of off-street parking spaces, area to be enclosed, etc.)

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4. Provide evidence and information which demonstrates that the proposed use will not substantially impact on the nature and character of the surrounding neighborhood.

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5. Explain how the proposed use will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, parking, utility facilities, and other matters affecting the public health, safety, and general welfare.

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6. Explain why your proposed use will not be more objectionable than would a use permitted by the Zoning Code. Specifically, will your proposed use create any nuisances by generating noise, odors/fumes, glare from lighting.

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7. Demonstrate to the Commission that the proposed use will be adequately served by storm drainage structures, water, sanitary sewers, off-street parking, access to city streets to handle projected traffic volumes, fire and police protection, schools, and refuse disposal, as these services may be relevant to your project.

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8. Explain how your proposal will avoid the loss, destruction, or damage to any natural, scenic, architectural, or historic feature of significant importance, if applicable to your proposal.

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9. Demonstrate by the submission of drawings and a narrative that your proposal complies with all zoning regulations which apply.

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Date: \_\_\_\_\_ Signed: \_\_\_\_\_

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

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

