



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

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SCHENECTADY, NY 12305-1938

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CHANGE IN TENANCY

Application Filing Requirements:

Please provide **10 sets** of your application packet. Each packet should contain:

- 1. One copy of the Change in Tenancy application form**
- 2. One copy of the site plan drawing**
- 3. One copy of the drawing of your proposed sign done by a professional sign company.**

The filing fee of \$200 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 so that it can fit in an **8 1/2" x 11"** envelope. Rolls of drawings are not accepted. If any drawings are larger than 8 1/2"x11", they must also be submitted by email or on a disc.

**YOU CANNOT OPEN YOUR BUSINESS UNTIL AFTER
OBTAINING THIS APPROVAL**



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Phone: 518.382.5147 Fax: 518.382.5275

APPLICATION FOR CHANGE IN TENANCY REVIEW

PROPERTY INFORMATION

ADDRESS: _____

ZONING CLASSIFICATION: _____ Tax Map ID # _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

PROPOSAL DESCRIPTION (Include # of employees, hours of operation, and description of business.
If there is new construction, please provide a detailed description):

APPLICANT CONTACT INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

EMAIL: _____

**PROPERTY OWNER CONTACT INFORMATION
(IF DIFFERENT FROM APPLICANT)**

NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

SIGNATURE OF THE PROPERTY OWNER IS REQUIRED FOR REVIEW OF THE

PROPOSAL: _____

Note: "Applicants should be duly advised that all site plan elements required for review must be fully provided. In the event that these elements are not provided, the Commission reserves the right to table or reject the application or to table the application until such time that the applicant does address them to the satisfaction of the Commission and to Section 264-91"

REQUIRED INFORMATION FOR THE SITE PLAN DRAWING

Prepare all site plans accurately, to scale, and use a straight edge. Please see the attached example of a site plan drawing. If you are not capable of drawing a site plan similar to the example attached, the City recommends that you hire a professional architect, engineer, land surveyor, or contractor to do your drawing for you. Your application will not be accepted if you do not include all of the information listed below on your drawing. An incomplete application will delay review of your application and the opening of your business. Submit 10 copies for review and approval, folded to an 8.5"x11" format.

1. Show the following information as notations on the site plan:
 - a) Identify the property by its street address.
 - b) Provide today's date.

2. Draw all the buildings on the property and provide the following information:
 - a) Dimensions of all exterior walls.
 - b) Descriptions of existing uses of the building and the quantity of space so used. (i.e. 1000 square feet to be used as retail space, 2000 square feet for apartments)
 - c) Show the location of the property line and show its dimension in feet.
 - d) Show the distances from the building to the nearest property line.

3. Describe your proposal fully and identify the following as part of the overall description:
 - a) Indicate the proposed future use of the property.
 - b) If any renovations or construction is planned, identify the area affected by the proposal (ex. Exterior and interior rehabilitation of 123 4th Street to change 450 sq. ft. of the first floor to a neighborhood meat market, etc.).

4. Show the location and the width of all driveways, sidewalks, and curb cuts.

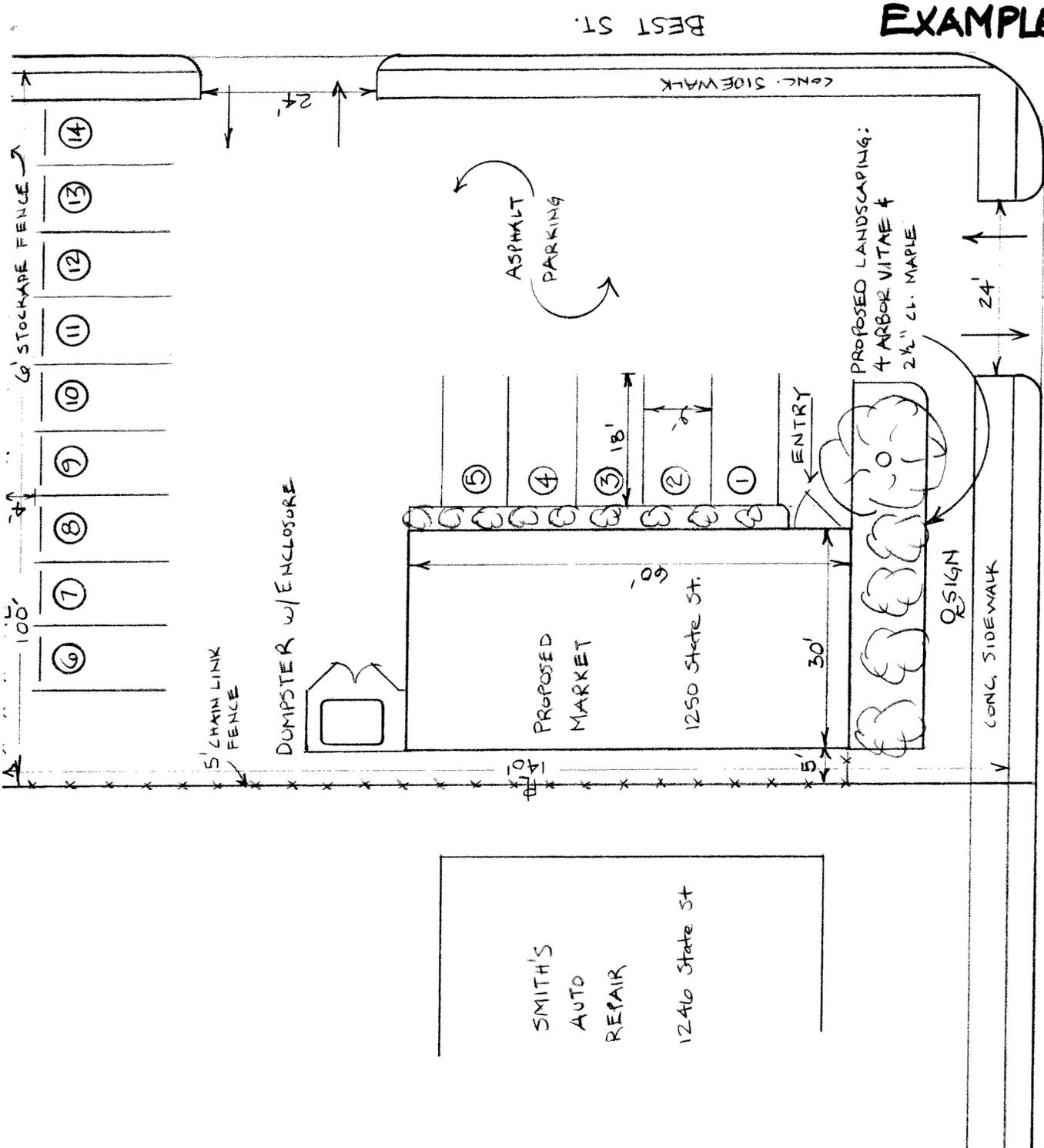
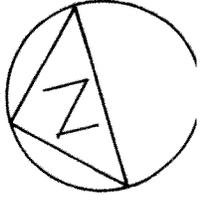
5. Show the existing off street parking area and the following information:
 - a) Total number of parking spaces.
 - b) Show the size of each parking space (The City standard is 8.5' x 18')

6. Show where garbage will be stored and how it will be stored (i.e. cans, dumpster, etc.). Also show how the garbage will be screened from public view.

7. If any exterior changes are planned, provide detailed elevation drawings that show the style, the materials, and the colors you plan to use. Any renovations or construction that can be seen on the outside of the building must be approved by the Planning Commission as part of this application.

8. Provide a detailed elevation drawing of your proposed sign drawn by a **professional sign company**. The rendering must show the message on the sign, size (height and width) of the sign, colors, material it is constructed of, and how it will be erected or attached. Signs that overhang the City right-of-way require a revocable permit issued by the Engineering Department.

EXAMPLE SITE PLAN



- 1) Address: 1250 State St.
- 2) Date: JUNE 21, 2002
- 3) SCALE: 1"=20' / 1 Sq. = 5'
- 4) APPLICANT: John Stone
14 Cooks Court
Clifton Park, NY 12065
371-0257
- 5) Owner: Dave Rock
41 Claxton Rd
Schuyl, NY 12309
372-1234
- 6) a) See Drawing
b) Existing 1800 s.f. restaurant
c) See DWG
- 7) a) Proposed MARKET
b) 1800 s.f.
c) M-F 8am-9pm / 4 employees /
200 customers peak day
- 8) SEE DWG
- 9) SHOWN ON DRAWING
- 10) SEE ATTACHED
- 11) SEE ATTACHED DRAWING
PREPARED BY THE
SIGN COMPANY.