



Change in Tenancy Waiver
City of Schenectady – Department of Development
 Room 14, City Hall, 105 Jay Street, Schenectady, NY 12305
 For further information, please call 518-382-5147

CHANGE IN TENANCY WAIVER

DATE SUBMITTED: _____

PROPERTY INFORMATION

ADDRESS: _____

PROPOSED USE OF PROPERTY: _____

PROPOSAL DESCRIPTION (Include # of employees, hours of operation, and description of business)

APPLICANT CONTACT INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

EMAIL: _____

By signing below, the applicant understands that the approval of the Zoning Officer to grant a waiver from change in tenancy review is based on criteria set forth in §264-90M of the City of Schenectady Zoning Ordinance. The applicant agrees that he/she as the new tenant will maintain compliance with the existing approved site plan for the property, the City Zoning Ordinance, and Building Code.

SIGNATURE OF APPLICANT: _____

OFFICE USE

ZONING OFFICER DETERMINATION

APPROVED The property is in compliance with the existing approved site plan and zoning ordinance.
ALL SIGNAGE MUST BE APPROVED PRIOR BY THIS OFFICE PRIOR TO PURCHASE

CONDITIONALLY APPROVED _____

DENIED

COMMENTS: _____

PLANNING COMMENTS: _____

HISTORIC DISTRICT COMMENTS: _____

SIGNATURE OF ZONING OFFICER: _____ **DATE:** _____



Owner Consent Form

City of Schenectady – Department of Development

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Application Notes

The Owner Consent Form is required for the following Applicants:

1. The Applicant is not the owner of record for the subject parcel(s);
2. The property has multiple owners (requires signature from each owner of record); or
3. The Applicant is a corporation or other entity (requires a signatory).

Property Address: _____ Tax Map ID: _____

Property Address: _____ Tax Map ID: _____

Property Address: _____ Tax Map ID: _____

AGENT/APPLICANT INFORMATION

Name: _____ Address: _____
City, State, Zip: _____

OWNER AUTHORIZATION

I, _____ (name), as _____ (owner/title), of
(company/property), _____ swear or affirm under penalty of perjury, that I am the owner or
authorized representative of the owner(s) of the property and that:

I hereby give consent to the above referenced agent/applicant to act on my behalf, to submit applications and all required
materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the attached
application.

Furthermore, I hereby give consent to the above referenced party to agree to all terms and conditions which may arise as part
of the approval related to this application.

I hereby certify that I have the authority to execute this consent form and any false, inaccurate or incomplete information
provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application. I further agree
to all terms and conditions which may be imposed as part of the approval of this application.

Name (Print): _____

Title: _____

Signature: _____

Notarization

SUBSCRIBED AND SWORN TO (or affirmed) before me this ____ day of _____ 20__ by _____.

He/she is personally known to me or has presented identification.

Notary Public/Commissioner of Deeds