



City of Schenectady

CITY PLANNING COMMISSION

Christine S. Primiano, Principal Planner
Room 206, City Hall, Jay Street
SCHENECTADY, NY 12305-1938
518.382.5147
cprimiano@schenectadyny.gov
cityofschenectady.com

CHANGE IN TENANCY REVIEW **APPLICATION REQUIREMENTS**

Mandatory staff review submission:

1. The filing **fee**. The application will not be reviewed if payment is not submitted. * Please refer to the Commission Filing Fee.
2. **One** copy of each of the following:
 - a. The **Change in Tenancy Review Checklist** completed by the applicant or representative
 - b. The **Change in Tenancy Review Application Form**
 - c. The **Site Plan Drawing(s)**
 - d. The drawing of the proposed **sign(s)** prepared by the sign company

Final submission for review by the Planning Commission:

10 sets of the application packet. **Each** packet must include:

- a. The **Change in Tenancy Review Checklist**
- b. The **Change in Tenancy Review Application Form**
- c. The **Site Plan Drawing(s)**
- d. The drawing of your proposed **sign(s)**

Do not submit rolls of drawings. Site plans and supplemental information must be **folded** to the approximate size of 8.5" x 11" for distribution to City staff.

Incomplete application forms, site plans, or SEQR forms will not be accepted. If you have questions when filling out the forms, please call (518)382-5147 for assistance.



City of Schenectady

NEW YORK

CITY PLANNING COMMISSION

Room 206, City Hall, Jay Street
Schenectady, NY 12305-1938
Phone: 518.382.5147 Fax: 518.382.5275

APPLICATION FOR CHANGE IN TENANCY REVIEW

LEGAL ADDRESS of PROPOSAL: _____

ZONING DISTRICT: _____ TAX PARCEL ID # _____

PRESENT USE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

PROPOSAL DESCRIPTION (Must include # of employees, hours of operation, and description of proposed business. If new construction is planned, please provide a detailed description):

APPLICANT CONTACT INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

EMAIL: _____ (required for notification)

PROPERTY OWNER CONTACT INFORMATION

(if different from applicant)

NAME: _____ PHONE: _____

ADDRESS: _____ ZIP: _____

EMAIL: _____ (required for notification)

SIGNATURE OF THE PROPERTY OWNER IS REQUIRED FOR REVIEW OF THE PROPOSAL:

I, _____ certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with Chapter 264 of the City Code and with the conditions and terms of the site plan approval.

Signature: _____

Date: _____



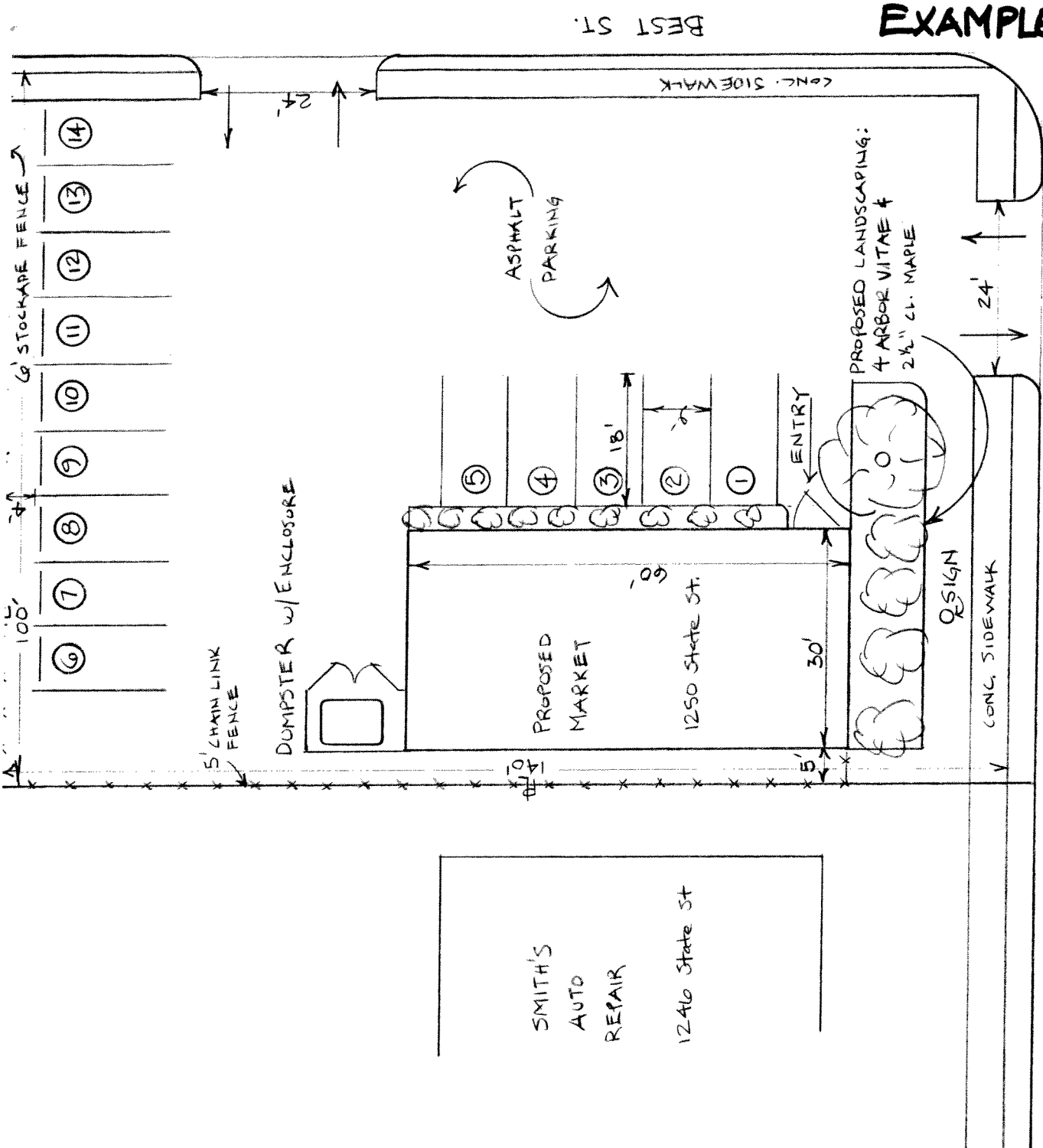
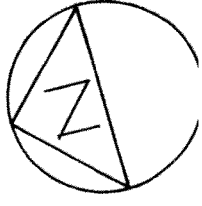
Change in Tenancy Site Plan Checklist

All information listed below is required on the site plan drawing

Information	Description	City Code Section / Notes	Complete
Site Notations	List the street address, date, scale of the drawing, zoning district, and tax parcel ID#, label north arrow	264-89	
Boundary Lines	Show the location of the property lines and show dimensions at each change of direction of the property line.	264-89	
Building Location(s)	Show all building dimensions, description of uses, square footage of uses, distance to closest property line	264-89	
Driveways and Sidewalks	Show all the width of all driveways, curb cuts, walkways, and sidewalks. All curb cuts and sidewalks must be to City standard (details on the City website)	264-89 B & C and 228-18 sidewalks and curb cuts must be designed to Engineering Dept. standards	
Traffic Circulation	Show the direction of vehicular traffic patterns and turning radii if large vehicles are accessing the site for deliveries.	264-89 A	
Parking	Show all offstreet parking areas: total number of spaces, surface material, curbs, tirestops or guardrails, delivery locations, and snow storage	264-43 must be designed to the standards in the zoning ordinance	
Landscaping	Show all existing and proposed greenspace and tree plantings	264-89 G and 264-50 must be designed to the standards in the zoning ordinance	

Lighting Plan	Show all exterior building and site lighting; must be code compliant	264-89 D and 264-54 must be designed to the standards in the zoning ordinance	
Garbage Storage	Show the location and type of garbage storage: must be enclosed and screened from public view	264-89 L and 264-49 G must be designed to the standards in the zoning ordinance	
Signs	Provide professionally prepared renderings for all site signage, including size, type of sign, materials of sign, lighting and exact location	264-89 D and 264-61 must be designed to the standards in the zoning ordinance	
Changes to the exterior of the building	Provide a detailed description of changes that are planned to the outside of the building. Details must include type of materials, colors, specification of doors, windows, and lighting. Major renovations will require professionally prepared plans for approval.	264-89 D and 264-49 must be designed to the standards in the zoning ordinance	

EXAMPLE SITE PLAN



STATE ST.

BEST ST.

- 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.



Owner Consent Form

City of Schenectady – Department of Development

Room 206, City Hall, 105 Jay Street, Schenectady, NY 12305

For further information, please call 518-382-5147

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