



Aaron Vera
Chairperson
aaronvera@gmail.com

Planning Commission
INSTRUCTIONS TO APPLICANTS

Steven Strichman
Commissioner
steven.strichman@troyny.gov

INTRODUCTION

Site Plan Review is an analysis of your site plan to determine if your proposal will be safe and to minimize undesirable impacts on nearby properties. Review of your site plan is conducted in several stages and are outlined below:

1. **Submit Site Plan Application:** Site plans and application should be submitted to the City of Troy Planning and Community Development Department (PCD). Details of what needs to be submitted, approvals and requirements vary depending on the type and complexity of the project. These are generally outlined on pages 2 and 3.
2. **Site Plan Review:** Copies of your site plan are circulated to professional staff personnel of the City of Troy whose collective recommendations are passed on in a staff report to the Commission itself. Applicants will also receive this staff report.
3. **Planning Commission Review:** The Planning Commission formally reviews your site plan in a public hearing and makes a decision whether to approve the site plan, approve it with conditions, or disapprove it. If your site plan is disapproved you have the right to amend it and submit it again for another site plan review.
4. **Site Plan Approval:** Once approval is received by the Planning Commission, apply for a work permit through the Building Department.

TYPES OF PROJECTS

Generally, proposals fall into one of three categories:

Change of Use: City law requires any proposal which constitutes a change of use to be presented to the Planning Commission. An application which does not propose a new structure or any exterior improvements to an existing structure fall under this category. A Change of Use is typically classified as a Type II action under SEQ; an EAF is not usually required.

Example: A former convenient store is being converted into a pizza parlor. The applicant proposes no exterior improvements other than signage.

Minor Projects: A Minor Project is any proposal which includes exterior improvements to a site and will ultimately disturb less than one acre of land. Most Minor Projects are considered Unlisted Actions under SEQ; some may be considered Type II. Submit a Short EAF.

Example: A 500 square foot addition to a single-family home to create an apartment.

Major Projects: A Major Project is any proposal which will ultimately disturb one acre of land or more. Major Projects, due to local and State permitting, will require preparation of fully-engineered site plans and accompanying reports. Typically applicants will present such proposals to the Planning Commission more than once. An initial meeting, or Concept Meeting, is required to vet the proposal and seek public input. Afterward an applicant will have the opportunity to address any concerns and revise the proposal for a final vote. Most Major Projects are considered Unlisted Actions under SEQ; some may be considered Type I. At a minimum a Short EAF is required.

Example: A five-acre lot is being subdivided to create five new single-family homes. The applicant must comply with City of Troy and NYSDEC Stormwater Regulations.



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SITE PLAN CHECKLIST

Required documentation differs for each type of proposal. Below is a checklist of the required elements for Minor and Major Projects. Typically Change of Use proposals do not require a Site Plan. At the purview of the Planning Commission additional documentation may be requested, examples of such documentation are included at the end of this section.

Site Plan Elements	Minor Project	Major Project	Current Proposal
Note the following on the site plan: <ul style="list-style-type: none"> - Applicant's full name, address, phone number, and email - Property Owner's full name, address, phone number, and email (if not applicant) - Street address of the property - Zoning District - Tax Map Number of the property - Scale of the drawing (1"=10', 1"=20', 1"=30', 1"=40', or 1"=50') - Date the drawings were last revised - North arrow 	•	•	
Show the boundaries of the property, include any easements and adjacent rights-of-way. Minor Projects: If any permanent, founded structure is proposed within five feet (5') of an assumed property line a Licensed Land Surveyor must prepare a Boundary Survey. Major Projects: Boundaries must be provided by a Licensed Land Surveyor.	◦	•	
Identify and provide the location of all existing structures on site plan. This includes all pavements, curbs, buildings, poles, fences, trees, etc.	•	•	
Provide existing topography. Required for Minor Projects if existing grades vary by more than five feet or if changes in excess of one foot are proposed. Always required for Major Projects.	◦	•	
Provide the location, type, style, and size of all proposed pavement areas, curbs, buildings, structures, etc.	•	•	
Provide a landscaping plan which clearly shows all existing vegetation to remain and the type, installed size, and location of all proposed plantings.	◦	•	
Location of any proposed signage.	•	•	
Provide parking information including: existing parking count, number of spaces required, number of spaces provided, size of spaces, location of ADA spaces and number required, and where snow storage is provided	•	•	
Clearly illustrate site circulation for vehicles and pedestrians.	•	•	
Provide the location, type, and wattage of all existing and proposed site lighting.	•	•	
Identify all utilities on and adjacent to the site. Clearly illustrate which utilities exist and which are proposed. Includes water, sewer, storm/drainage, electric, and gas.	•	•	
Identify existing/proposed dumpster locations and illustrate how access will be provided.	•	•	
Provide the location of the closest Fire Hydrant servicing the site. Note distance to hydrant.	•	•	
Architectural Elevations or Renderings depicting all existing finishes and all changes to be made.	•	•	
Provide details for any proposed fencing, walls, or other site amenities which will affect the appearance of the site.	•	•	

All required elements must be presented in a thorough and thoughtful manner. It should be made clear to Commissioners what exists on the site, what will be removed, and what is proposed. Site plans which do not adequately detail a proposal will not be accepted.

Examples of Additional Documentation: Lighting (Photometric) Plan, Landscaping Plan, Stormwater Management Report, Traffic Impact Study



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SUBMISSION INSTRUCTIONS

Applicants are required to submit all necessary copies to the Planning and Community Development (PCD) for review of their proposal. PCD *will not* make copies for applicants. Ten (10) copies of all supporting documentation must be submitted to PCD by the [posted deadline](#).

All drawings must be formatted to fit on 11" x 17" (ANSI B) sized paper. If the nature of the site requires a larger drawing format, the full-sized plans must be reducible to 11" x 17" at a convenient scale. For example a drawing at 1"=40' on 22" x 34" (ANSI D) paper can be reduced to 1"=80' on 11" x 17".

In addition to required applications, checklists, and drawings, color photos of the existing site must be provided. The photos must be a minimum of 3" x 5" (four per 8½" x 11" sheet of paper) and clearly depict the existing site. Provide as many photos as required to accurately communicate existing conditions, typically four (4) are sufficient.

A digital copy of all materials must be provided with every submission. Documents and drawings must be in Adobe .pdf format; photos should be in .jpg or .png format. These materials will be presented at the public hearing.

SUBMISSION REQUIREMENTS

Change of Use

- Site Plan Application
- Site Photos
- Digital Copy of Photos

Minor Project

- Site Plan Application
- Site Photos
- Complete Streets Checklist
- Short EAF (if required)
- Complete Site Plan Checklist
- Site Plan
- Architectural Elevations
- CD/USB of all Digital Files

Major Project

- Site Plan Application
- Site Photos
- Complete Street Checklist
- Short EAF
- Complete Site Plan Checklist
- Site Plan (multiple sheets, including Erosion and Sediment Control and Construction Details)
- Architectural Elevations
- Stormwater Pollution Prevention Plan
- CD/USB of all Digital Files