

**DESIGN REVIEW OF TALL BUILDINGS APPLICATION**

**Part 1. Application Notes**

Design review of tall buildings is required for all buildings proposed to be over 100 feet in height in the MU-DT zoning district. The review requires buildings to be designed consistent with the intended character of the downtown area, as described in the Comprehensive Plan, incorporate pedestrian amenities at the street-level, provide architectural excellence, and allow adequate flow of light and air to public spaces. Buildings subject to design review of tall buildings must comply with the criteria in Section 375-5(E)(20).

*Note: A pre-application meeting is available upon request prior to submitting this application.*

**Part 2. Property Information**

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

Tax ID #: \_\_\_\_\_

**Part 3. Site Development Information**

Adjacent Property Building Height: *Insert the height of adjacent buildings. Insert "N/A" if no adjacent building. If there are more adjacent buildings than indicated in the diagram, draw a rectangular with the building's approximate location and add the address and building height.*

*(Distance between buildings)*

*(Distance between buildings)*

Adjacent Property 4: _____ Ft. Address: _____	← _____ Ft. →	Adjacent Property 5: _____ Ft. Address: _____	← _____ Ft. →	Adjacent Property 6: _____ Ft. Address: _____
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Rear Property Line or Alley

Adjacent Property 3: _____ Ft. Address: _____	← _____ Ft. →	<b>Subject Property</b> Proposed Height: _____ Ft. Existing Bldg. Height: _____ Ft. ___ Check if site is vacant	← _____ Ft. →	Adjacent Property 7: _____ Ft. Address: _____
Adjacent Property 2: _____ Ft. Address: _____	← _____ Ft. →		← _____ Ft. →	Adjacent Property 8: _____ Ft. Address: _____

Street

Adjacent Property 1: _____ Ft. Address: _____	← _____ Ft. →	Adjacent Property 10: _____ Ft. Address: _____	← _____ Ft. →	Adjacent Property 9: _____ Ft. Address: _____
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Building Setbacks: *(Required setbacks are noted below)*

Minimum Front: N/A  
 Maximum Front: 10 feet  
 Minimum Side: 0 feet  
 Minimum Rear: 0 feet

Proposed Setbacks: *(Indicate existing setback if no change)*

Front: \_\_\_\_\_ Feet  
 Side 1: \_\_\_\_\_ Feet  
 Side 2: \_\_\_\_\_ Feet  
 Rear: \_\_\_\_\_ Feet

**Architectural Design [Review Criteria 375-5(E)(21)(c)(ii)]**

1. Describe how the architectural design relates to adjacent streets and open space:

2. List the building materials to be used on the facades of the building, their location on the building, the percentage of the façade to be faced in any one material, and any exceptional durability qualities of the materials to be used. *(Attach additional sheets if needed.)*

Building Material Name/Type	Location on Building Façade	% of Façade with this Material	Durability Qualities
a.			
b.			
c.			
d.			

3. Describe how the building façade is articulated:

4. Describe the location of all pedestrian entrances, sitting areas, and gathering spaces and how these are incorporated into the building and streetscape design:

***Protection of Light and Air [Review Criteria 375-5(E)(21)(c)(iii)]***

5. Describe how the building minimizes shading on adjacent public streets, sidewalks, trails, parks, and open and spaces:

***Walkability [Review Criteria 375-5(E)(21)(c)(iv)]***

6. Describe how the building's design, including but not limited to the streetscape and vehicular and pedestrian access points, contributes to the walkability of adjacent streets:

***Shadows [Review Criteria 375-5(E)(21)(c)(v)]***

7. Significant shadows are **NOT** cast on nearby public parks or open spaces between 9:00 a.m. and 3:00 p.m. on October 31<sup>st</sup>.  
 Significant shadows **ARE** cast on nearby public parks or open spaces between 9:00 a.m. and 3:00 p.m. on October 31<sup>st</sup>.  
 If significant shadows are visible, describe below how the shadows are mitigated by the building shape and design:

***Street Activity [Review Criteria 375-5(E)(21)(c)(vi)]***

8. Describe how the ground level design of the building contributes to encouraging street activity on adjacent streets:

***Consistency with Downtown Character [Review Criteria 375-5(E)(21)(c)(vii)]***

9. Describe how the building design is consistent with the intended character of the downtown area, as described in the adopted Comprehensive Plan, and with the intent of the MU-DT zone district:

**Part 4. Submittal Requirement Checklist**

	Required Document	Hard Copies	Electronic Submission* (.pdf) (Required Document Name)
<b>A. Required for Design Review of Tall Buildings Applications</b>			
	Master Application Form	2	Master Application
	Design Review of Tall Buildings Permit Application	2	DRTB
	Color photographs of the property in context with surrounding properties, on printed paper	2	Photos
<input type="checkbox"/>	Site Plan, drawn to scale	5	Site Plan [YYYY]-[MM]-[DD]

	Building Elevation(s) showing the property in context to surrounding properties	2	Elevations [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Shadow Study	2	Shadow Study
Application fee as established in the Albany Fee Schedule – payable to <i>Treasurer, City of Albany</i>			
<b>B. Voluntary or Upon Request</b>			
	Photo simulation rendering(s)	2	Photo Sims
	Any additional information determined to be necessary by the Chief Planning Official	2	[Document Name]
*Electronic document submissions shall be sent via email to <a href="mailto:planning@albanyny.gov">planning@albanyny.gov</a> , USB Flash Drive or by another medium approved by the City of Albany Planning Staff. CD and DVD submissions will no longer be accepted.			