

FLOODPLAIN VARIANCE APPLICATION

Part 1. Application Notes

An application for Floodplain Variance is a request for relief from the floodplain development standards in Section 375-2(F)(3), Floodplain Overlay, of the USDO. To be eligible for review, the property that is the subject of the floodplain variance application must meet the applicability standards in Section 375-5(E)(22)(a).

1. An application is made for a specific property and is reviewed by the Board of Zoning Appeals at a public hearing. A decision is made based on the standards in Section 375-5(E)(22)(c).
2. Applicants have the burden to provide the information and evidence to justify the variance requested.
3. The BZA is required to grant only the minimum variance that it deems necessary and adequate to address the hardship while preserving and protecting the character of the neighborhood, any environmentally sensitive areas, and the health, safety and welfare of the community.
4. The decision of the BZA is final and another application for the same or essentially the same approval cannot be submitted within one year from the date of the decision.

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

Part 2. General Information

Project Address:	Tax ID Number(s):
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Current Use of Property:	Proposed Use <i>(If use is changing)</i> :
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Are there contiguous lots with existing structures constructed below the base flood level? Yes No
If yes, please describe and list the addresses below:

Do the proposed improvements involve a building or structure that is listed, or eligible to be listed, on a local, state or national register of designated historic places? *(If yes, complete the items below.)* Yes No
 Name of applicable historic district, building or structure:
 Will the proposed improvements compromise the historic designation of the building or structure? Yes No
 Will the proposed improvements further the preservation of the character of the historic building or structure? Yes No

Are the proposed improvements necessary to further the conduct of a use that is functionally dependent upon its location in close proximity to water? Yes No
If yes, please describe:

Part 3. Project Description

A. Select the type of work to be done in the floodplain *(check all that apply)*:

New Construction Substantial Improvement to Building or Structure Grading, Paving or Site Work

Other *(state the work/improvement and describe in Item D below)*: _____

B.	Standard (see Section 375-2(F)(3)) from which the variance is being requested	Current Requirement or Standard:	Proposed Requirement or Standard:
1.			
2.			
3.			
4.			

C. Describe the nature of the variance and what will be constructed if the variance is approved (*attach additional pages if necessary*):

D. Explain why the variance is being sought and how the work proposed is the minimum necessary:

Part 4. Floodplain Information

Will any work be performed in any designated floodway? Yes No

If yes, will there be any increase in flood levels during base flood discharge result? Yes No

Elevation of the lowest floor of enclosed area, including basement, to be constructed: _____ feet (above sea level)

Elevation to which the structure will be floodproofed in relation to Mean Sea Level: _____ feet

Will the net effect of the work proposed cause more than one-foot rise in the water surface of the base flood elevation? Yes No

If yes, please describe below:

Indicate below the following factors the existing measurements at the property and those expected to occur as a result of the proposed work and variance requested:

Factor	Existing	Expected
Flood water height		
Flood water velocity		
Flood water duration		
Flood water rate of rise		
Sediment transport by flood waters		
Effects of wave action (<i>if applicable</i>)		

Part 5. Submittal Requirement Checklist

	Required Documents	Hard Copies	Electronic Copies	Electronic Submission (.pdf) (Required Document Name)
A. Required for All Floodplain Variance Applications				
<input type="checkbox"/>	Master Application	0	1	Master Application
<input type="checkbox"/>	Floodplain Variance Application	0	1	FPV
<input type="checkbox"/>	Color photographs of the property in context with surrounding properties	1	1	Photos
<input type="checkbox"/>	Existing conditions plan showing any existing lot lines, with lot dimensions, existing buildings, driveways, parking, landscaping, and utility locations	2	1	Existing Conditions [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Site plan on 24" x 36" sheet and drafted at a scale that best conveys the development (1" =50', 1"=100', or 1"=200')	2	1	Site Plan [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Building Elevations in relation to mean sea level, with contours shown at not less than 2-foot intervals and drawn to scale	1	1	Elevations [YYYY]-[MM]-[DD]
<input type="checkbox"/>	Drainage Plan, including connections	1	1	Drainage Plan
<input type="checkbox"/>	Full Environmental Assessment Form as required by SEQR	0	1	Full EAF
<input type="checkbox"/>	Application Fee as established in the Albany Fee Schedule – \$200 - Payable to <i>The City of Albany Treasurer</i>			
B. Voluntary or Upon Request				
<input type="checkbox"/>	Any additional information determined to be necessary by the Chief Planning Official	1	1	[Document Name]

Electronic document submissions shall be sent via email to bza@albanyny.gov, USB Flash Drive, or by another medium approved by the City of Albany Planning Staff. CD and DVD submissions are **not** accepted.