



TAP, Inc. Site Plan for Zoning and Planning Request Form

Please fill out all fields and email the PDF using the website button, OR send a hard copy to TAP, Inc. at 210 River Street, Troy NY 12180 (Attn: Site Plans)

Are you going to Zoning, Planning, or Both?	
What is your Deadline? (Please submit no later than 5 business days prior to deadline)	
Who Did you speak to at City Hall? Have you gotten an application?	

APPLICANT INFORMATION

Your Name (applicant)		Your Mailing Address	
Your Phone Number		Your Email (optional)	
Property Owner's Name (if different)		Property Owner's Mailing Address	

PROJECT INFORMATION

Project Address	
Project Proposal (describe what you are doing, ex. "moving in a new toy store in a vacant storefront, and putting in a parking lot")	
Is this project in a Historic District?	

PARKING

Do you have off street parking?		How many parking spaces do you have?	
Do you need TAP to design parking for you?		Where will you be putting your parking area?	

PLANNING and SITE DESIGN

What type of landscaping will you be doing? (If applicable) Planting new trees, walkways, etc.	
What outdoor lighting do you have, will you be adding any? Describe locations and types of fixtures.	
Will you be changing any drainage or adding utilities to your building or site? Detail.	
Will you be repairing the sidewalk in front of your property? How so? Material of paving?	

FOR BUSINESSES

What type of signage will you have, how large will it be and in what location on the property? All sign designs must be approved by the city.	
What will your hours of operation be?	
What type of business is it? Restaurant, office, retail shop, food market, storage, etc.	
Are you converting a building of a different use into a commercial space?	
Is this a new business? A branch? Or a move?	
Is this new construction or a renovation?	

FOR RESIDENTIAL

Is this a new construction or a renovation?	
How many units will be in the residence? What size will they be?	
Are you converting a building of a different use into a residence/multifamily residence?	

TRASH AND SNOW

Will you be using city collection services or a private pick-up company for your trash removal?	
Will you have cans or a dumpster?	
Where will you store your receptacles?	
Will you be covering or enclosing them in any way?	
Will you have a private company remove snow from the property or will the city?	

ADDITIONAL SERVICES

I will need exterior elevations/rendering or other drawings required by the Historic Review Board (Hourly Charges Apply)	YES	NO
I would like to be represented by TAP, Inc. at the Zoning/Planning meeting. (Charges Apply)	YES	NO
I would like to be assisted in filling out the application with the city for Zoning/Planning. (Charges Apply)	YES	NO
I would like to be contacted for an estimate for my full set of building permit drawings after my approval from zoning/planning. (Separate Contract)	YES	NO

PLEASE NOTE BEFORE SUBMITTING THIS FORM:

This is not a contract. TAP, inc. will not conduct a survey on your property. A staff person may need access to the property to measure your building exterior and site. This site plan is to be used for zoning/planning approval only, and does not contain necessary information for your building permit. TAP’s policy is that this form must be submitted a minimum of 5 business days before the deadline in order to ensure it can be completed on time. Please answer all questions to the best of your knowledge. TAP may offer assistance with this form or professional advice on your project in order to get you to the best possible outcome. However, TAP cannot guarantee approval from the City board on your project.

Ensure all fields that apply are filled out on this form and send to TAP, inc. for review. TAP staff will contact you shortly regarding your site plan request with a price for services. Prices range from \$350-\$600 for site plans. If you choose to move forward with the quoted price, TAP, Inc. will write an agreement for services that must be signed and returned with a nominal deposit in order to move forward with work. **Thank you for contacting us and we will be in touch soon!**