



Village of Menands

280 Broadway, Menands, NY 12204
(518) 434-2922 Fax (518) 427-7303

APPLICANT PROCEDURES FOR SPECIAL PERMITS:

Applicant should submit twelve (12) copies of the application and supporting materials to the Village of Menands Clerk.

1. The requirements for special permit application and supporting materials are unique to each permit and its' specified use. The requirements for each use can be found in the corresponding section of the Village of Menands Code.
2. The Menands Village Board will issue a letter of determination of completeness 60 days after the original receipt date recorded by the Village Clerk. If the Menands Village Board finds the application complete, then the application will be placed on an agenda for a public hearing. If the application is not complete, then the applicant has 60 days to resubmit the materials needed to deem the application complete.
3. After the Menands Village Board reviews the application, they will schedule a public hearing within 120 days from when a complete application was received or 60 days after the original receipt of the incomplete application.
4. The Menands Village Board must act on the application either approving or denying it for approval. If the Menands Village Board approves the application it will be subject to conditions and requirements deemed appropriate by the Menands Village Board.
5. The Menands Village Board will then issue a letter of determination to the applicant within 60 days of the Public Hearing.
6. In rendering its decision, the Menands Village Board shall consider all aspects of the proposed use and also make sure that the materials submitted by the applicant meet the requirements of Chapter 114, Environmental Quality Review.



Village of Menands

280 Broadway, Menands, NY 12204
(518) 434-2922 Fax (518) 427-7303

SPECIAL USE PERMIT APPLICATION

Applicant Name: The Mailworks

Address: 236 Broadway Menands, NY 12204

Telephone Number: 518 435 9300

Property Owner Name: Almontaser Property LLC

(IF DIFFERENT THAN THE APPLICANT)

Address: 5 Elmwood Rd Menands, NY 12204

Telephone Number: _____

PROPERTY IDENTIFICATION:

Tax Map Parcel Number: 55.6-1-3

Address: 5 Elmwood Rd Menands, NY 12204

Size: 3.2 Acres Zoning: R4

Professional Adviser Name: Crisafulli Construction Services LLC

Address: 21 Computer Dr East Albany NY 12205

Telephone Number: 518 331 2492

NYS License Number and Kind N/A

(P.E., R.A., L.s., Etc.)

THE FOLLOWING IS TO BE FILLED OUT BY THE VILLAGE

Special Use Permit Number: _____

The Village of
Menands

250 Broadway
Menands, NY 12204
518-434-2922

Site Plan Review Application

Notes:

1. A Site Plan Review Application (this document) must be submitted with every site plan submission to the Village of Menands.
2. A Site Plan Application checklist must accompany this document.

Project Name: Mailworks 5 Elmwood Rd

A. Select type of review requested:

- ☐ Preapplication Sketch Plan (Village of Menands Code A172-2-A)
☒ Preliminary Site Plan (Village of Menands Code A172-2-B, A172-2-C, A172-2-D)
☐ Final Site Plan (Village of Menands Code A172-2-E, A172-2-F)

B. List all documents enclosed. Use extra sheet(s) if necessary.

1. Siteplans

2. Project Statement

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

C. Provide contact information:

	Applicant(s)	Owner(s) if different	Attorney/Agent
Name	The Mailworks	Almontaser Property LLC	RYAN M. CAPONERA
Address	236 Broadway Menands NY, 12204	5 Elmwood Rd Menands NY, 12204	5 Palisades Drive, Suite 315 Albany, New York 12205
Phone	518 526 3251		
Email	bb@themailworks.com		
Check if primary contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Provide project information:

Project Address: 5 Elmwood	
Tax Parcel #: 55.6-1-3	
Zoning District: Light Industrial	
Proposed Use: Print + Mail Production	Existing Use: Vacant
Special Use Permit Requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, Date Requested: 8/29/25	Date Granted (if applicable):
Zoning Variance Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, Date Requested: 8/29/25	Date Granted (if applicable):

E. Certification

I, the undersigned owner, leasee or purchaser under contract for the property, hereby request sketch/site plan review as identified above for the project identified above. I certify that I am familiar with the Site Plan Review Regulations and Zoning Code of the Village of Menands as specified in Chapters A172 and 169 of the Village Code and agree to meet those requirements.

<u>Brianne Baggetta</u>	<u>8/29/25</u>
Applicant Signature	Date

If applicant is not current owner, owner must also sign.

_____ Owner Signature	_____ Date
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B. Preliminary Site Plan			
Y	N	N/A	
			<i>Preliminary Site Plans must have the following elements:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title of the drawing, including name and address of applicant or owner of record.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale, and date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of person, firm, or organization preparing the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of the property plotted to scale: 1" = 20' for properties two acres or less. 1" = 50' for properties larger than two acres.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing watercourses and direction of drainage flow.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading and drainage plan, showing existing and proposed contours at two-foot intervals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, proposed use, and height of all principal and accessory buildings and structures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing or proposed site improvements, including storm drains, culverts, retaining walls and fences, water lines and sanitary sewers and connections thereto, permitted signs, lighting facilities, parking areas, access drives and roads, existing vegetation, and trees over four inches in diameter.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design and construction details of all the proposed site improvements listed above.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A designation of the amount of building area proposed for retail sales, offices or similar commercial activity in terms of gross floor area or gross leasable area in regard to a proposed shopping center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A landscaping plan and planting schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A lighting plan showing proposed and existing exterior lighting and lighting densities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An erosion and sediment control plan and details conforming to the NYS Standards and Specifications for Erosion and Sediment Control.
			<i>The following elements must also be included in the submission:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification of any required state or county permits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of site's susceptibility to flooding, ponding, or severe erosion, and proposed solutions to such issues.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written statement in which the impact of the proposed use on adjacent land uses and all other environmental considerations requested by the Board of Trustees are discussed and assessed by the applicant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short Environmental Assessment Form (SEAF) or Full Environmental Assessment Form (FEAF) as appropriate in accordance with the SEQRA process.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Pollution Prevention Plan (SWPPP) where required in accordance with the SPDES General Permit for Stormwater Discharges.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage Report identifying proposed stormwater management practices if a SWPPP is not required by the SPDES General Permit for Stormwater Discharges.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utility Report which identifies anticipated water and sanitary sewer demands and addresses how service for the same is to be provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee, as established by the Village Board of Trustees.

C. Final Site Plan			
Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Five (5) copies of a final detailed site plan which conforms substantially to the approved preliminary site plan are enclosed.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan meets all of the requirements for a preliminary site plan as listed in Checklist B above and in the Village Code, A172-2-B.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan incorporates any modifications that were recommended by the Board in its review of the preliminary site plan, and is accompanied by a written statement describing those recommendations and how they were incorporated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submission includes a record of application for and approval status of all necessary permits from state and county officials.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submission includes detailed material specifications and construction details for all proposed improvements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submission includes an estimated project construction schedule.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plans are signed and sealed by a licensed professional engineer, architect, or surveyor, or any combination thereof.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee, as established by the Village Board of Trustees.

Checklist completed by: Brianne Baggetta Date: 8/29/25



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MENANDS VILLAGE BOARD PROCEDURES FOR SPECIAL PERMITS

1. The Menands Village Board will receive 12 copies of the application and supporting material from the Village of Menands Clerk.
2. If the application is not complete, then the Menands Village Board must issue a letter to the applicant within 60 days after the original receipt of the application. The applicant must then resubmit the application with the necessary materials within 60 days of the date of the letter unless the applicant and Menands Village Board mutually agree on another date.
3. The Menands Village Board must act on the application either approving or denying it for approval. If the Menands Village Board approves the application it will be subject to conditions and requirements deemed appropriate by the Commission.
4. The Menands Village Board will then issue a letter of determination to the applicant within 60 days of the Public Hearing.
5. In rendering its decision, the Menands Village Board shall consider all aspects of the proposed use and also make sure that the materials submitted by the applicant meet the requirements of Chapter 114, Environmental Quality Review.

Please see Appendix A for the New York State Environmental Assessment Forms. The Short Form has also been included to guide the Menands Village Board through the review process.



Brianne Baggetta
The Mailworks
236 Broadway
Menands, NY 12204
August, 29th 2025

To Whom It May Concern,

I am writing on behalf of **The Mailworks** regarding our plans for the property located at **5 Elmwood Ave**, the former Olympic Lanes bowling alley.

The Mailworks is a full-service direct mail marketing company headquartered in Menands, NY. Due to growth in our business, we are seeking to establish a **secondary production location** at this site. Our intention is to renovate and repurpose the building into a modern print production facility that will support our expanding operations and continue to create jobs in the Capital Region.

As part of this project, the building will also include approximately **20,000 square feet of additional space available for a tenant**. This provides an opportunity for future business development and occupancy that will complement our use of the facility.

We are committed to making improvements that will revitalize the property, bring activity back to this currently vacant site, and contribute positively to the local community and economy.

Thank you for your consideration of our application. We look forward to working with you through the approval process.

Sincerely,

Brianne Baggetta
President + CEO
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The Village of Menands

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Menands, NY 12204
518-434-2922

Site Plan Application Checklist

Notes:

1. A Site Plan Application Checklist (this document) must be submitted with every site plan submission to the Village of Menands.
2. A Site Plan Review Application must accompany this document.

Project Name: Mailworks 5 Elmwood Rd

Project Address: 5 Elmwood Rd Menands NY 12204

Type of review requested:

- ☐ Preapplication Sketch Plan (Village of Menands Code A172-2-A)
☒ Preliminary Site Plan (Village of Menands Code A172-2-B, A172-2-C, A172-2-D)
☐ Final Site Plan (Village of Menands Code A172-2-E, A172-2-F)

Complete the appropriate portions of this checklist corresponding to the type of review requested.

A. Preapplication Sketch Plan			
Y	N	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Five (5) hard copies of a sketch plan showing the arrangement, layout and design of the proposed use of land plus one (1) CD containing the same in electronic form are enclosed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sketch plan shows boundaries of the property plotted to scale: 1" = 20' for properties two acres or less 1" = 50' for properties larger than two acres
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sketch plan shows applicant's entire parcel.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sketch plan shows all properties, subdivisions, streets, watercourses and easements which pass through or are within 100 feet of the site boundaries.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sketch plan shows location and dimensions of buildings, structures, parking areas, access points, signs, landscaping, architectural features and any other features commonly considered accessory to the proposed use.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Five (5) copies of a project statement describing what is proposed is enclosed.