InfoHub Instructions

**Step #1:** Enter the address of the property in the box in the upper right hand corner. Do not enter such qualifiers as: Street, Avenue, SW, NE, etc.
Step #2: Under the “Table of Contents” heading, click on the “layers” that you want to see. Always activate the Sewer, Water and Storm layers. Sewer lines are green and Water lines are blue. Storm water drains are pink. Existing sewer, water and storm lines will minimize system development fees (see worksheet).

For example, in this screen shot, the 1600 Marion Street property has existing sewer and water lines that in close proximity to where a home/homes could be built. The water line is in the front of the property; therefore if the home was placed near this, the cost of installing a line running from the home to the street would be minimal. Whereas, if you placed the home further back, you would need to pay for a longer water line.
Example #1: You will see in this screen shot for the 3438 Adah property that there are also existing sewer and water lines, though the water line is on the other side of the street. This means that the road will need to be excavated and repaved to connect the lines. You will also notice the storm drain line (blue line cutting across the property). This indicates that more than likely you cannot build over this line (or ditch). With this constraint, you may not be able to fit more than one home on the lot as the left over space may not meet the city’s required sq. footage (e.g. minimum lot size for a single family home is 5000 sq feet)
Step #3: You can click on the Planning tab and it will show you how the property is zoned. In this example, the 1600 Marion Street property is zoned “Residential Medium Density.” Among other things, this means, according to Article 3 of Albany’s Development Code, you can build more than one home on the lot, or even build a duplex.
**Step #4:** Under the “site” tab there is a tab labeled, “Tax Account.” This tab will link you to information on the previous owners, taxes, etc. You can also use the tools below the address box to measure the size of the lot to calculate square footage. Here is where you can determine the amount of “lineal feet” for the frontage of the property. Square footage will allow you to determine how many units you could theoretically build on the lot. In this example, the total square footage is 9,147 sq. feet. According to Article 3 of the Albany Development Code, there is enough “room” to accommodate 1 single family detached home (3,500 square feet in RM zone) and a duplex unit (4800 square feet in RM zone).

**NOTE:** It is important to remember that though there is technically enough sq. footage to build 3 units total, it may not be feasible, given other constraints such as:

1. Set-Back requirements (e.g. how far the home has to be from the street, side and backs of lot)
2. Driveway size and type
3. Garage requirements
4. Fire egress requirements
This information is in Article 3 of the Development Code, however these are also issues that are addressed in the Pre-Application Meeting with the City.