



## DMR Civil Engineering PLLC

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March 31, 2026

City of Johnstown Planning Board  
PO Box 160  
33-41 East Main Street

Re: Project Narrative  
314 W. Main Street Johnstown, NY 12095  
S.B.L. 174.7-13-7  
Owner: FCS Holdings LLC.  
DMR Project Number: 2026005.01

Dear Planning Board Members:

Attached with the short form SEQR is a site plan and a floor plan showing the existing and proposed conditions for the subject building located in the city of Johnstown. The parcel is approximately 0.23 +/- acres located on W. Main Street and is in a One & Two Family Dwellings: high density zoning district (SF-3).

The subject property, owned by FCS Holdings LLC, was historically utilized as a three (3) dwelling unit residential building. At a later time, the owner converted one (1) of the first-floor dwelling units into a private office for personal use.

The applicant now proposes to restore the property to its original residential configuration by converting the first-floor office space back into a dwelling unit. This will result in a total of three (3) residential units within the building. The proposed work will be limited to interior modifications on the first floor to create a two (2) bedroom apartment. The remaining two dwelling units will not be altered, and no changes to the exterior of the building are proposed.

The property currently contains seven (7) parking spaces, which were originally provided to support three dwelling units and continue to meet the required parking for the proposed use. The proposed construction will allow the reasonable and appropriate use of the property, is consistent with its historical use, and will not result in any adverse impacts to the surrounding neighborhood.

On behalf of the owner of DMR Civil Engineering, FCS Holdings LLC. respectfully requests written approval for the proposed building renovation and change of use from business, back to its original residential usage. Should you have any questions, feel free to contact me in the office at any time. Thank you.

Sincerely,  
**DMR CIVIL ENGINEERING PLLC**

Darrin M. Romeyn, P.E. - NYS PE License Number 087772

w/ Encls.  
CC: FCS. Holdings LLC. (owner)  
File



**CITY OF JOHNSTOWN**  
 Code Enforcement Office  
 PO Box 160, 244 North Perry Street  
 Johnstown, New York 12095  
 (518) 736-4076

- OFFICE USE ONLY -

Approved: \_\_\_/\_\_\_/\_\_\_ Receipt # \_\_\_\_\_

Permit #: \_\_\_\_\_, 20\_\_\_ Fee Paid: \_\_\_\_\_

Signature: \_\_\_\_\_

ADDRESS

# BUILDING / DEMOLITION PERMIT APPLICATION

Applicant shall notify this Office of any changes in the information contained in the application during the period for which the permit is in effect. A permit will be issued when: a) application has been determined to be complete, b) fee has been paid and 3) when proposed work is determined to conform to the requirements of the Uniform Code. The authority conferred by such a permit may be limited by conditions.

NAME

Permit may be suspended or revoked if it's determined that work is not proceeding in conformance with the Uniform Code, with any conditions attached to such permit, or if there has been misrepresentation or falsification of a material fact in connection with the application for permit.

Demolition Permit will expire six (6) months from date of issuance / Building permit will expire one (1) year from the date of issuance or upon issuance of a Certificate of Occupancy (other than a temporary Certificate of Occupancy), whichever comes first. Permit may, upon written request, be renewed for successive one-year periods provided that a) permit has not been revoked or suspended at the time the application for renewal has been made; b) relevant information in the application is up to date; and c) renewal fee is paid (half cost of original permit).

TYPE

Additional terms of permit can be found on Schedule of Permit Fees.

**APPLICANT INFORMATION**

Name / Company: **DHR Civil Engineering PLLC** Phone: **(518) 752-5167**

Contact Person: **Darrin M. Romeyn, P.E.** Email: **dmr@dmromeyn-civileng.com**

Address: **28 South Main Street Glouversville** State: **NY** Zip: **12078**

**PROPERTY OWNER INFORMATION, IF DIFFERENT THAN APPLICANT**

Name: **FCS Holdings LLC** Phone: \_\_\_\_\_

Address: **314 W. Main Street Johnstown** State: **NY** Zip: **12095**

**SUBCONTRACTOR INFORMATION (attach additional sheets if necessary)**

Name of Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROJECT INFORMATION**

Location: \_\_\_\_\_ Renewal Application: YES  NO

Estimated Cost of Project: \_\_\_\_\_ Work will begin: \_\_\_/\_\_\_/\_\_\_ for a period of \_\_\_ day(s) \_\_\_ week(s)

**DEMOLITION GENERAL COMMENTS**

Environmental Survey - \_\_\_\_\_

Asbestos Abatement w/ Way Bill - \_\_\_\_\_

Where is Debris going? - \_\_\_\_\_

DESCRIPTION OF PROJECT / DETAILS, IF NEEDED, ATTACH DRAWING OF PLOT PLAN / CONSTRUCTION PLAN

See attached narrative.

**APPLICANT CERTIFICATION:**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of Laws and Ordinances covering this type of work will be completed whether or not specified herein. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or the performance of construction.

Date: \_\_\_\_\_

**PERMIT APPROVAL - CODE ENFORCEMENT OFFICE (CEO) USE ONLY**

**BUILDING**

- General alterations / renovations - \$35.00
- Fence - \$25.00
- Swimming pool - \$35.00
- Garage - \$50.00
- Shed / Carport / Deck - \$35.00
- Siding / Roofing / Windows - \$35.00
- Mobile home sitting - \$75.00
- Signs / Awnings / Canopies - \$35.00

**ALTERATIONS & RENOVATIONS**

- 1 & 2 family - \$100.00
- Multiple dwelling - \$200.00

**MISCELLANEOUS**

- Certificate of Occupancy - \$75.00
- Bank letter - \$35.00
- Operating Permit - \$35.00

**RESIDENTIAL BUILDING & EXCAVATION**

- 1 & 2 family under 1500 sq. ft. - \$200.00
- Each add't 1000 sq. ft. or part thereof - \$100.00
- Multiple dwelling each 1000 sq. ft. - \$200.00
- Manufactured home installation - \$125.00
- Add't. units or sleeping room - \$50.00
- Additions; each 1000 sq. ft. - \$125.00
- Multiple dwelling; each 1000 sq. ft. \$200.00

**INDUSTRIAL & COMMERCIAL SITE REVIEW**

- 1 - 5 lots - \$100.00
- 6 or more lots - \$100.00
- Plus, for each add't. - \$25.00

- DEMOLITION** - \$75.00

**NON RESIDENTIAL BUILDING & EXCAVATION**

- Roofing - \$75.00
- New Construction 1+ 1000 sq. ft. - \$200.00
- Each add't. 1000 sq. ft. or part thereof - \$125.00
- General construction- additions- alterations-renovations \$150
- Alterations / Renovations to building system - \$250.00  
(electrical, heating, ventilation, air conditioning, plumbing or any combination)

**S.E.O.R. REQUIREMENTS**

- Lead Agency Coordination - \$50.00
- Long Form EAF & Determination of Significance - \$100.00
- Draft EIS Review - \$150.00
- Final EIS Review - \$200.00

Permit Issued? YES  NO

Fee charged: \_\_\_\_\_

Code Permit #: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Planning Board: Approved  Not Required

Zoning Variance: Approved  Not Required

Insurance provided?  Yes  No

CEO Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**INSPECTIONS:**

Date: \_\_\_/\_\_\_/\_\_\_ Type: \_\_\_\_\_

Approved: YES  NO  CEO Initials: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Type: \_\_\_\_\_

Approved: YES  NO  CEO Initials: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Type: \_\_\_\_\_

Approved: YES  NO  CEO Initials: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Type: \_\_\_\_\_

Approved: YES  NO  CEO Initials: \_\_\_\_\_

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

| <b>Part 1 – Project and Sponsor Information</b>  |  |                                   |           |
|--|--|-----------------------------------|-----------|
| Name of Action or Project:   |  |                                   |           |
| Change of Use - Building Renovations   |  |                                   |           |
| Project Location (describe, and attach a location map):  |  |                                   |           |
| 314 W. Main Street, Johnstown, New York, 12095   |  |                                   |           |
| Brief Description of Proposed Action:  |  |                                   |           |
| See attached narrative   |  |                                   |           |
| Name of Applicant or Sponsor:  |  | Telephone: 518-752-5167           |           |
| DMR Civil Engineering PLLC   |  | E-Mail: dmr@dmromeyn-civileng.com |           |
| Address:   |  |                                   |           |
| 28 South Main Street   |  |                                   |           |
| City/PO:   |  | State:                            | Zip Code: |
| Gloversville   |  | NY                                | 12078     |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?   |  |                                   | NO        |
| If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.                               |  |                                   | YES       |
| 2. Does the proposed action require a permit, approval or funding from any other government Agency?  |  |                                   | NO        |
| If Yes, list agency(s) name and permit or approval:  |  |                                   | YES       |
| 3. a. Total acreage of the site of the proposed action? _____ 0.23 acres   |  |                                   |           |
| b. Total acreage to be physically disturbed? _____ 0 acres   |  |                                   |           |
| c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 0.23 acres  |  |                                   |           |
| 4. Check all land uses that occur on, are adjoining or near the proposed action:   |  |                                   |           |
| <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) |  |                                   |           |
| <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):   |  |                                   |           |
| <input type="checkbox"/> Parkland  |  |                                   |           |

|  |  | NO                                  | YES                                 | N/A                      |
|--|--|-------------------------------------|-------------------------------------|--------------------------|
| 5. Is the proposed action,   | a. A permitted use under the zoning regulations?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  | b. Consistent with the adopted comprehensive plan?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?  |  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?   |  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
| If Yes, identify: _____  |  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels?   |  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
|  | b. Are public transportation services available at or near the site of the proposed action?                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
|  | c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
| 9. Does the proposed action meet or exceed the state energy code requirements?   |  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
| If the proposed action will exceed requirements, describe design features and technologies:<br>_____<br>_____  |  |                                     |                                     |                          |
| 10. Will the proposed action connect to an existing public/private water supply?   |  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
| If No, describe method for providing potable water: _____<br>_____   |  |                                     |                                     |                          |
| 11. Will the proposed action connect to existing wastewater utilities?   |  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                          |
| If No, describe method for providing wastewater treatment: _____<br>_____  |  |                                     |                                     |                          |
| 12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? |  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?  |  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| 13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?   |  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?  |  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |
| If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____<br>_____<br>_____   |  |                                     |                                     |                          |

