

PLEASE TYPE OR PRINT (LEGIBLY)

For Office Use Only:	Application Number: V- _____ - _____
Tax map Section: _____ Block: _____ Lot: _____	Zoning District: _____

1. Address of subject property: _____

2. Year property was purchased by current owner: _____

3. Applicant/contact information:

a. Owner(s) (current titleholder):

Name(s): _____

Mailing Address: _____

Zip: _____ Daytime phone number: _____ home phone number: _____

E-mail (alternate contact for additional information request): _____

b. Contract purchaser(s) , Lessee , or Co-applicant (if applicable)

***note: Copy of contract to purchase must be included with application if this contract purchaser or lessee applies.**

Name(s): _____

Mailing Address: _____

Zip: _____ Home phone number: _____ Day Phone: _____

E-mail (alternate contact for additional information request): _____

c. Representative: Attorney , Architect , Contractor , Other _____
(Only if involved in this application)

Name(s): _____

Mailing Address: _____

Zip: _____ Telephone number: _____

4. Current use of property: (i.e., 1 family, 2 family, grocery store, etc.): _____

Proposed use and occupancy of property: _____

Current number of onsite (off-street) parking spaces: _____

Proposed number of onsite (off-street) parking spaces: _____

SYRACUSE BOARD OF ZONING APPEALS
CITY HALL COMMONS, ROOM 101
201 EAST WASHINGTON STREET
SYRACUSE, NY 13202
(315) 448-8640

Board of Zoning Appeals application Procedures

Variance applications involve public hearings with the Board of Zoning Appeals. A variance application will not be considered complete on the applicant's part until all required submittals have been received and have been through a preliminary review by Zoning Office staff (and possibly other departments), including an evaluation of the application under the New York State Environmental Quality Review Act (SEQR).

Once an application has been determined to be ready for a public hearing with the Board of Zoning Appeals, it will be scheduled for the **next available** hearing date (allowing the necessary time from for the Board's authorization, newspaper publication, mailing schedules, etc.). A "Public Notice" regarding the hearing date will then be mailed to the applicant (and representative, if any), approximately ten (10) days prior to the hearing date.

The public notice is also published in the Syracuse Post Standard newspaper ten (10) days prior to the hearing date. Public notices are also sent to property owners contiguous to any property subject to a public hearing, and to other city departments and neighborhood organizations.

The application, and its contents, will then be open for inspection at the Syracuse Office of Zoning Administration during regular office hours.

Unless otherwise notified, all meetings at which public hearings are to be held will begin at 1:00 p.m. in the Common Council Chambers on the third floor of City Hall.

The applicant or his or her representative **must attend** the public hearing to explain the case request to the Board of Zoning Appeals. (The rules of the Board of Zoning Appeals **do not permit postponements** due to the absences of applicants or their representatives.) A variance decision is not final until a written resolution is adopted by the Board of Zoning Appeals and filed with the secretary to the Board. Depending upon the situation, the resolution may possibly not be adopted until a later meeting. A copy of the resolution will be mailed to the applicant.

Depending upon the type and complexity of the application, additional necessary reviews, and the hearing schedule, the entire variance application process from the submission of the application to the release of the resolution may take approximately two months.

Please sign that you have read and understand the above information and return this page with the application.

Signed: Date:

This application may be mailed or delivered in person to the Syracuse Office of Zoning Administration, located in Room 101 at City Hall Commons, 201 East Washington Street, Syracuse, NY 13202-1426. If you wish to discuss the application with a member of our staff, please call ahead for an appointment (448-8640).

NOTE: After receipt of the application, it may be necessary to require additional information from the applicant. *An application must be complete before a public hearing can be scheduled.*

Items that are submitted with the application will not be returned so it is important that the applicant must make any copies of items they need prior to submitting the application. **Copies will not be made by staff to the Board of Zoning Appeals.**

APPLICANT PLEASE NOTE: Approval of your application by the Board of Zoning Appeals does not relieve you or your agent from compliance with any other regulatory or licensing provisions additionally required by other Federal, State, County, or City authorities. You are still required to pursue and obtain permits from the Division of Code Enforcement.

05/2014

Syracuse Board of Zoning Appeals
For Information Call: 448-8640

REQUIRED SUBMITTAL SHEET FOR USE VARIANCES
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- DENIAL OF PERMIT** from DOCE, Permit Office – Room 101. (Required even if a Notice of Violation has been issued).
- PROPERTY SURVEY** - One clean copy of a **current survey map** drawn by a licensed land surveyor. **Reduced, faxed or scanned copies will not be accepted.**
- NOTE: If plans are larger than 11x17 then a reduced copy must also be included with the application.
- SITE PLAN** - On a **copy** of the survey, show all walkways, driveways, screening devices, signage and any new construction (**Plan must be drawn to scale and labeled with dimensions**).
- NOTE: If plans are larger than 11x17 then a reduced copy must also be included with the application.
- FLOOR PLANS** (Must be drawn to scale).
- a. One set of scaled floor plans for all floors showing **current** arrangement, and labeled with dimensions and current uses.
- b. Two sets of **proposed** floor plans showing dimensions and proposed uses. (One copy submitted to DOCE, Room 101 at City Hall Commons) and one copy submitted with this application) If the use is a business all shelving, storage, restrooms, kitchen hardware (stoves, sinks, freezers etc.) must be shown.
- NOTE: If plans are larger than 11x17 then a reduced copy must also be included with the application.
- ELEVATIONS** (for all new construction or any changes to the existing structure)
- Two sets of elevations (drawings of exterior walls) including doors and windows.
- a. One copy to be submitted to DOCE, Permit Office, City Hall Commons, Room 101.
- b. One copy to be submitted with this application.
- NOTE: If plans are larger than 11x17 then a reduced copy must also be included with the application.
- STANDARDS OF PROOF (for a use variance)** The applicant must provide a written letter to the Board of Zoning Appeals detailing the proposed project and stating the hardship. In addition the applicant **must also show written proof** of the following:
- a. **Reasonable Return:** Applicant must show financial hardship caused by current use of property (**documentation must be submitted**).
- b. **Unique Circumstances:** Applicant must show that the hardship is **unique to the subject property** not to the neighborhood as a whole.
- c. **Essential Character of the Locality:** Applicant must show that the proposed use will not alter the essential character of existing neighborhood.
- d. The applicant must explain why the alleged hardship has not been self-created.
- DETAILED LETTER EXPLAINING** the nature of your business, for example: the hours of operation, number of employees on premise at one time, items to be sold, etc.
- NOTE: If you are proposing to sell prepared food, it is important to list each item of food to be prepared and sold.
- PHOTOS** - Labeled photos of property will be helpful in the review of the application.
- All parts of the application form and appropriate parts of the **Environmental Assessment Form** (front side only) must be completed. Any blank sections may result in the **application being returned and a delay in scheduling a public hearing**.
- FEE of \$25.00** - MADE PAYABLE BY CHECK OR MONEY ORDER ONLY, to the COMMISSIONER OF FINANCE.
THIS FEE IS NON-REFUNDABLE.

REQUIRED SUBMITTAL SHEET FOR AREA VARIANCE
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

DENIAL OF PERMIT form from DOCE, Permit Office - Room 101. (Required even if a Notice of Violation has been issued)

PROPERTY SURVEY - One clean copy of a **current survey map** drawn by a licensed land surveyor. **Reduced, faxed or scanned copies will not be accepted**

NOTE: If the original survey is larger than 11x17, a reduced copy is required.

SITE PLAN – 3 COPIES (a **copy** of the survey may be used). Show all walkways, driveways, screening devices, signage and any new construction (**Plans must be drawn to scale and labeled with dimensions**).

NOTE: If the original site plan drawing is larger than 11x17, please include a reduced copy.

- In the case of front yard parking or a structural addition in the front, **measurements are required from the dwelling to the sidewalk, the width of the sidewalk and the distance from the sidewalk to the curb/street line.**

FLOOR PLANS FOR AREA VARIANCE - No formal floor plans are necessary, but because the Board of Zoning Appeals looks at the property as a whole, it will be necessary to **provide a list of all rooms, by floor, in the structure.**

- If the area variance is related to a new addition on the property, such as an extra room, porch, etc., **floor plans will be necessary (all rooms within the structure must be labeled with their use and dimensions).**
- If the original plans are larger than 11x17, a reduced copy is required.

ELEVATIONS (for all new construction)

- If the submitted plans are larger than 11x17, **a reduced copy, no larger than 11x17 must also be submitted.**
- **Two** sets of elevation drawings (exterior walls) including doors and windows. Drawings must be labeled with dimensions, including the height of the structure and labeled with the use. Decks must include measurement from **ground to floor of deck and the overall height of deck including railings.**
 - a. **One** copy is to be submitted to DOCE, Permit Office, Room 101, at City Hall Commons.
 - b. **One** copy is to be submitted to the Zoning Office with this application.

STANDARDS OF PROOF (for Area Variance): The applicant must provide a **written letter** to the Board of Zoning Appeals detailing the proposed project which should include the following:

- Why is the requested variance **not substantial**?
- Why will this request **not create an undesirable change** in the character of the neighborhood, or be detrimental to nearby properties?
- Why the request cannot be achieved by another method other than obtaining an area variance?
- Why will the proposed variance **have no adverse effect or impact** on the physical or environmental conditions in the neighborhood or district?
- Why is your difficulty with the request **not self-created**?

PHOTOS Labeled photos of property will be helpful in the review of the application.

All parts of the application form must be completed. Any blank sections will result in the application being returned and a delay in scheduling a public hearing.

FEE of \$25.00 MADE PAYABLE BY CHECK OR MONEY ORDER ONLY, to the COMMISSIONER OF FINANCE

THIS FEE IS NON-REFUNDABLE.