

City of Syracuse Zoning Administration

Application for **PROJECT SITE REVIEW** **SITE PLAN REVIEW-LAKEFRONT DISTRICT**
City Hall Commons * Room 101 * 201 E. Washington Street * Syracuse, NY 13202-1426 * 315-448-8640

For Office Use: Filing Date: **Case Number:** **Zoning District:**

LIST ALL PROPERTY ADDRESSES AND TAX MAP NUMBERS INVOLVED IN YOUR PROJECT

As shown on the current City of Syracuse Tax Assessment Roll available at syrgov.net or 315-448-8280.

ADDRESS (STREET NUMBER & NAME)	TAX MAP NUMBER
_____	_____
_____	_____
_____	_____

PROJECT INFORMATION:	Existing Use	Proposed Use
<input type="checkbox"/> New Construction	_____	_____
<input type="checkbox"/> New Addition	_____	_____
<input type="checkbox"/> Exterior Alteration	_____	_____
<input type="checkbox"/> Demolition	_____	_____

PLEASE DESCRIBE ALL ASPECTS OF YOUR PROJECT IN DETAIL:

CURRENT PROPERTY OWNER
(As listed on the City of Syracuse Tax Assessment Roll.)

Name(s):

Mailing Address:

Zip: Telephone: E-mail:

APPLICANT INFORMATION:

(If different from current property owner.)

Contract Purchaser(s) Tenant Co-Applicant Other (please state):

Name(s):

Mailing Address:

Zip: Telephone: E-mail:

REPRESENTATIVE INFORMATION:

(Only if involved in this application.)

Attorney Architect Contractor Other

Name(s):

Mailing Address:

Zip: Telephone: E-mail:

SIGNAGE INFORMATION:

Size and location of all **existing AND proposed** signage (use additional sheet if necessary)

A sign plan is required, see attachment.

(Wall, Ground, Projecting, Window)

Size	<input type="text"/>	Location	<input type="text"/>	Type	<input type="text"/>
Size	<input type="text"/>	Location	<input type="text"/>	Type	<input type="text"/>
Size	<input type="text"/>	Location	<input type="text"/>	Type	<input type="text"/>

DECLARATION:

I understand that false statements made herein are punishable as a Class A Misdemeanor, pursuant to section 210.45 of the Penal Law of the State of New York. I declare that, subject to the penalties of perjury, any statements made on this application and any attachments are the truth and to the best of my knowledge correct. I also understand that any false statements and/or attachments presented knowingly in connection with this application will be considered null and void.

CURRENT PROPERTY OWNER SIGNATURE

As listed on the City of Syracuse Tax Assessment Roll. If not listed as the owner on the current rolls, please include a proof of ownership, for example, a copy of the deed. Attorney's signing on behalf of the owner must include a one page letter describing the legal representative arrangement. Architects, engineers, contractors, tenants, etc. cannot sign on behalf of the property owner. If property owner is a Corporation or an Organization, then the person signing must provide verification they are a member of such, and can sign on the owners' behalf.

CURRENT PROPERTY OWNER SIGNATURE

DATE

Please legibly PRINT SIGNATURE NAME and TITLE

Instructions and Required Submittals

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Applications together with the required submittals must be submitted in hard copy, either in person at the Central Permit Office, City Commons – Room 102, 201 East Washington St., Syracuse, NY 13202-1426, or by mail at Syracuse Office of Zoning Administration, City Commons, 201 East Washington St., Syracuse, NY 13202-1426. Faxed or emailed submissions will not be accepted.

Please submit **one copy of required forms** and **three (3) to scale, full size sets of plans, and one (1) reduced size/scale set of plans** no larger than 11x17 for copying purposes, unless otherwise noted below.

All required plans must include a **title block with author, date, scale, and property address**.

All required plans must be an **accurate graphic representation of all pertinent information** that can be correctly interpreted by any person without additional explanation.

- APPLICATION** – filled out completely, dated, and **signed by property owner**. Please reference the **tax assessment property address and tax map number (not the mailing address)**.
- STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQR) SEAF - Part One form** - filled out to the best of your ability, dated, and **signed by owner, applicant, or representative**.
- PROPERTY SURVEY(S)** - of all properties involved in the project, **signed by a licensed surveyor**.
- FLOOR PLANS** - for new construction and additions. Plans do not have to be drawn by a licensed architect, but must be drawn to scale and labeled with all dimensions.
- SITE PLAN** - as follows:
 - a) Location of existing or proposed building
 - b) Location and dimensioned parking areas including type of parking surface, curb cuts and all driveways
 - c) Location and dimensioned areas of landscaping indicating type, height, and number of plantings
 - d) Location of dumpsters and/or trash receptacles indicating type of screening to be installed
 - e) Proposed overall site screening and landscaping
 - f) Location, type, and height of fencing
 - g) Location of lighting, including height of structures, and wattage of luminaries
 - h) Location of loading dock/areas
 - i) Location and dimensioned areas to be used by delivery vehicles
 - j) Location of all ground signage
- EXTERIOR BUILDING ELEVATIONS** - all dimensions, materials, and colors must be clearly illustrated and noted. Schematic, Photoshop, or color renderings will NOT be accepted.
- MATERIAL AND COLOR SPECIFICATIONS** - catalog cuts / product brochures for all materials and colors. Life size samples or real materials will NOT be accepted. **One copy**.
- PHOTOGRAPHS (COLOR)** - **of existing structure or project site**, keyed to elevations and/or site plan/survey. **One copy**.
- PHOTOGRAPHS (COLOR)** - **of existing streetscape** including properties adjacent to, and across the street from, the project site, labeled with addresses and keyed a site plan/survey. **One copy**.
- EXTERIOR SIGNAGE DRAWINGS** – **for preliminary review purposes only, if applicable**. Drawings must illustrate the type of sign (ground, wall, or projecting) and include the exact dimensions of outer-most boundary of the sign content as well as the distance from the ground to the top of the sign. Wall and projecting signs must be shown on the front of the building (photographs of existing wall signage can be used). Ground signs must be shown on a full-size, to-scale property survey with the measurement from the property line (not the sidewalk) and to the sign. **One copy**.

11/2017