



**DIVISION OF CODE ENFORCEMENT  
&  
OFFICE OF ZONING ADMINISTRATION**

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**Stephanie A. Miner, Mayor**

## REQUEST FOR A RAMP OR LIFT

To make this request, please provide one copy of each of the following:

- A copy of the stamped survey map for the private property in question
- A site plan drawn to scale showing specific location and distances from front of main building to abutting right-of-way, front and side property lines, curbs, sidewalks, sidewalk widths, and driveways and improvement dimensions (lengths, widths, and heights). A copy of the original survey (not reduced or faxed) can be used as a site plan as needed.
- Elevation drawings of the improvement drawn to scale showing pitch, and building materials (notes on plans indicating type of ramp construction).

Please complete the information requested below:

Agency Assisting with this Application: \_\_\_\_\_

Agency Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone Number \_\_\_\_\_

Affected Property Address \_\_\_\_\_

Type of improvement requested (please circle one)      Ramp                      Lift

Please list the horizontal and vertical dimensions of the improvement in feet and inches



Is this improvement part of a larger renovation project (please circle one)    Yes                      No

If yes, please provide additional information \_\_\_\_\_

What is the projected duration of the ramp or lift? \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

# REQUEST FOR A RAMP OR LIFT (continued)

## Frequently Asked Questions

### **Where should I bring the completed request?**

Please submit the completed first page of this form with all required attachments to the Division of Code Enforcement, Permit Desk, located in City Hall Commons, 201 East Washington Street, Room 101, Syracuse, NY 13202.

### **What happens once it has been submitted?**

The Permit Desk will verify that the application is complete and that the proposal meets all applicable building code requirements. If so, it will forward this form and all supporting materials to the Office of Zoning Administration.

### **What happens once the request is sent to Zoning?**

If approved, the Office of Zoning Administration will return the form to the Permit Desk. If concerns arise during the review by the Office of Zoning Administration, the Permit Desk will be notified so the contact can be made aware of the concern.

### **Who will contact me once the review is complete?**

The Permit Desk will contact the applicant upon receiving the form all required departments have completed their reviews. A copy of all materials will be sent to the Office of Zoning Administration for their records.

### **What about yard restrictions?**

If you have any questions regarding restricted yard area of the property involved, please do not hesitate to contact the Office of Zoning Administration at (315) 448-8640.

### **Where can I get more information about ramps and lifts?**

For more detailed information regarding specific regulations, please refer to Part C, Section I, Article II of the City of Syracuse Zoning Rules and Regulations. The document can also be found on the City of Syracuse's website at [www.syracuse.ny.us](http://www.syracuse.ny.us).

# REQUEST FOR A RAMP OR LIFT (continued)

*This section of the request is completed by the Division of Code Enforcement, Permit Desk.*

Property Address \_\_\_\_\_

Section/Block/Lot from AS400 \_\_\_\_\_

Description of Improvement \_\_\_\_\_

Zoning District \_\_\_\_\_

Cases Affecting this Property \_\_\_\_\_

Special Overlay District or Historic Significance \_\_\_\_\_

*The location intended for the proposed improvement as shown on the attached site plan and/or survey has been reviewed and no significant objections have been raised. The site plan specifies the dimensions and placement of the improvement and related to the survey, also attached.*

## REQUIRED APPROVALS

\_\_\_\_\_ **Matter of Right Area:** The improvement would be permitted by right on the private property and Zoning sees no reason to object to its construction or installation.

\*\*\*\*\*OR\*\*\*\*\*

\_\_\_\_\_ **Exception Area:** A justification letter must be submitted if the proposal is within the area. The justification letter must specifically state and include the following: 1) alternate locations on the property were explored, 2) the reasons why those locations are not feasible, 3) the unique circumstances or hardship with the physical layout of the parcel, dwelling or building that causes the proposal to be within the area, 4) photographs to support unique circumstances with the physical layout of the property.

\_\_\_\_\_ **Approved:** Zoning has determined, based on sufficient justification, that the improvement would *not* be permitted as a matter of right on the private property, *but* the Zoning Administrator finds no adverse effect to be created from the improvement and would approve the improvement pursuant to the limited waiver powers applicable to the Zoning Administrator.

\_\_\_\_\_ **Denied:** Zoning has determined that the justification is insufficient and other reasonable alternatives exist to locate this proposal within a Matter of Right Area.

\*\*\*\*\*OR\*\*\*\*\*

\_\_\_\_\_ **Restricted Yard Area:** Property owner will need to apply for an area variance.

\*\*\*\*\*OR\*\*\*\*\*

\_\_\_\_\_ **City Right-of-Way:** Proposal is not located on private property. An Encroachment must be pursued in order to move forward with this request (please contact the City Clerk's Office at (315) 448-8216 for more information).

Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_