

Zoning Reviews & Approval Paths

Typical Review Times	No Outside Referrals	Referral to Outside Agency(ies)
Administrative Reviews:	3 - 4 weeks	5 - 7 weeks
Public Hearings (PC & BZA):	6 - 7 weeks	8 - 12 weeks

Other Common Factors Affecting Review Times:
<ul style="list-style-type: none"> Incomplete submissions Complexity of project Noncompliance with Zoning ordinance or other regulations

Planning Commission: Public hearings are held for the Planning Commission's review of:

- Special Permits** -- depending on the zoning district, the following uses commonly require a Special Permit:
 - Parking Lots
 - Gas Stations
 - Car Wash
 - Care Homes
 - Restaurants
 - Bed & Breakfast
 - Waste Oil transport & underground storage
 - Indoor Amusement & Recreation
 - Light and Heavy Duty Motor Vehicle Repair
 - Junk Yard & Scrap Metal
 - Religious Ed/Offices
 - Fuel Oil Distribution Sales Office
 - Indoor Recycling Centers
 - Used Motor Vehicle Sales
- Other Planning Commission Reviews:**
 - Resubdivisions
 - Site Plan Reviews
 - Abandonments
 - Time Extensions
 - Planned Development Districts & Project Plan Reviews
 - Planned Institutional Districts & Project Plan Reviews
 - Project Site Reviews, if not approved Administratively
 - Appeals of decisions made by Zoning Administrator
 - Multi Building Reviews
 - Three Mile Limit Reviews
 - Consideration of Protected Sites
 - Changes of Occupancy

Board of Zoning Appeals: Public hearings are held for the Board of Zoning Appeals' review of proposals to use land in a manner not permitted by right in the City of Syracuse Zoning Ordinance, as amended:

- Use Variances** -- waivers to allow the use of land or structure in a manner otherwise prohibited
- Area Variances** -- waivers for the dimensional or physical requirements such as setbacks, density, area, etc.

Administrative Reviews: The **Zoning Administrator** reviews Coverage Waivers, Sign Waivers, Lot Alterations, Encroachments, and **Project Site Review** -- Project evaluation based on and compared with adopted plans, design standards, or the surrounding characteristics, when use is allowed by right. Applies to **commercial properties** and projects involving **more than four dwelling units** for:

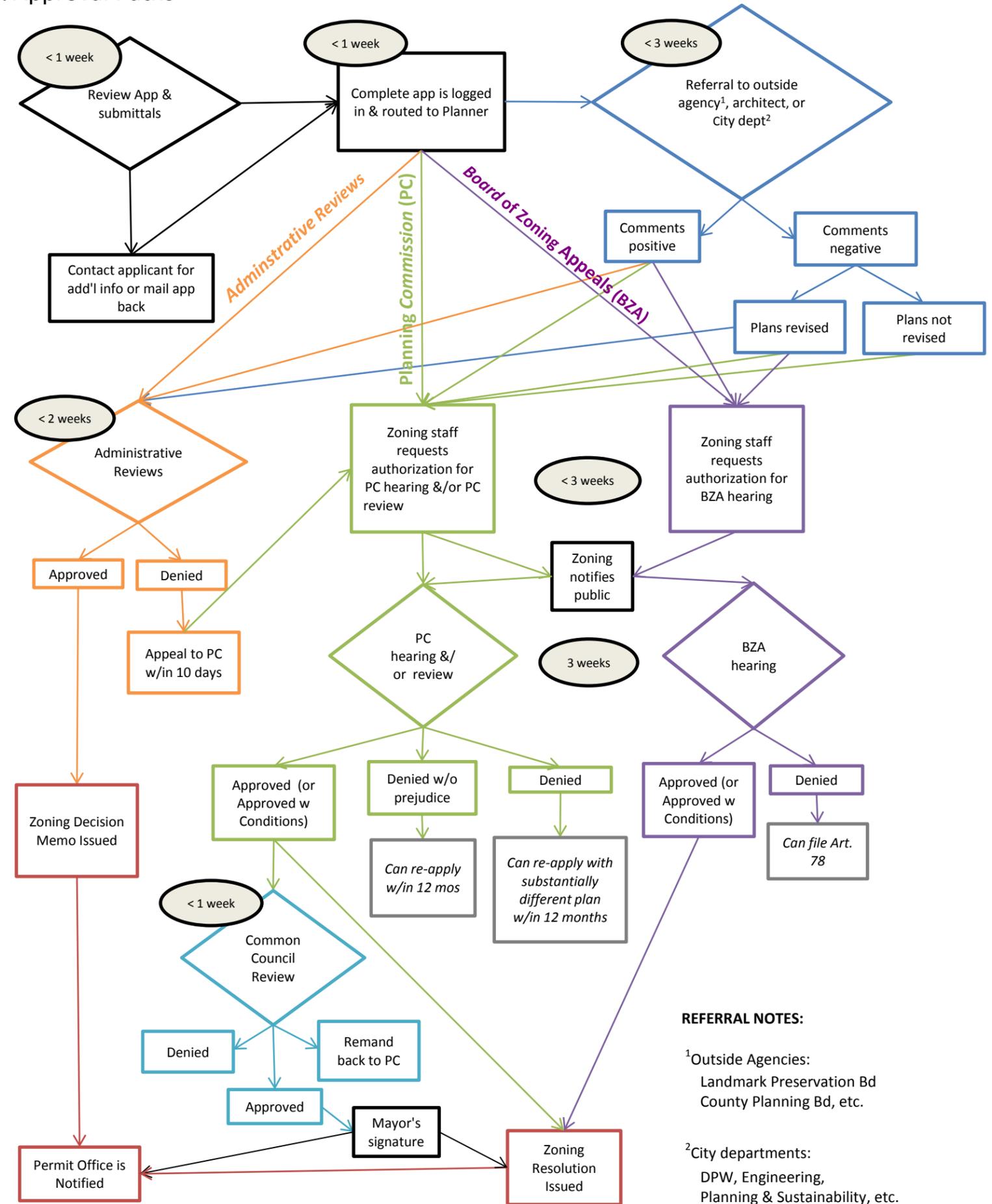
- New construction
- Additions
- Exterior renovations facing street, or re-orientation of existing buildings
- Demolition of building & reclamation of sites
- Projects affecting Architecturally Significant properties or properties located within a National Register district, individually listed, or eligible for listing on the National Register of Historic Places.

Outside Agency Reviews: If required, these reviews are in addition to review(s) by the Zoning Administrator, Planning Commission, or Board of Zoning Appeals

- **SLPB - Landmark Preservation Board:** For properties located within a National Register district, individually listed, or eligible for listing on the National Register of Historic Places.
- **OCPB - Onondaga County Planning Board:** NYS law requires Zoning to refer projects within 500' of a municipal, county or state road, facility, building, etc. to the OCPB.
- **City Departments:** Projects involving drainage, paving, street cuts, curb cuts, and other construction issues may be referred to **Engineering, DPW, Planning & Sustainability** and/or **other City departments** for their review.
- **Architects contracted by City** - plans may be referred to architects for design comments & recommendations

Syracuse Common Council: Reviews recommendations for approval made by the **Planning Commission**

- Council approval is required for **Special Permits, Abandonments** and other types of applications



REFERRAL NOTES:

¹Outside Agencies:
Landmark Preservation Bd
County Planning Bd, etc.

²City departments:
DPW, Engineering,
Planning & Sustainability, etc.