

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 PROPERTIES INVOLVED IN YOUR PROJECT:

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TAX MAP SECTION, BLOCK, and LOT information from Assessment Department (call 448-8280)

Section: <input type="text"/>	Block: <input type="text"/>	Lot: <input type="text"/>
Section: <input type="text"/>	Block: <input type="text"/>	Lot: <input type="text"/>
Section: <input type="text"/>	Block: <input type="text"/>	Lot: <input type="text"/>

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:

OWNER INFORMATION:

Name(s):

Mailing Address:

Zip: Daytime phone: Home phone:

E-mail:

APPLICANT INFORMATION:

(Copy of contract to purchase must be included with application)

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

Name(s):

Mailing Address:

Zip: Home phone: Day Phone:

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.

 Signature of CURRENT PROPERTY OWNER
 (or owner's LEGAL representative)

 Date

PRINT NAME OF PROPERTY OWNER

***Please note that if referrals are necessary for this application,
 additional copies of all required materials will be requested.**

FOR STAFF USE ONLY

REFERRAL NEEDED

ONONDAGA COUNTY PLANNING BOARD SYRACUSE LANDMARK PRESERVATION BOARD (This project is located within _____ Historic District; is listed individually in the National Register of Historic Places; is Eligible for inclusion in the National Register of Historic Places; or is architecturally significant) OTHER CITY/COUNTY/STATE AGENCY OR DEPARTMENT(S) _____

Required Submittals

(Before an application can be considered complete, the following **must** be provided)

A title block with author, date, scale, and address of subject property must be on ALL plans listed below including property surveys. If original plans are larger than 11x17 then a reduced copy must also be submitted with application.

When submitting the necessary plans listed below, the applicant must show with graphic representation, all information, drawn to scale and in a manner that can be correctly interpreted to any person viewing the case file without additional staff explanation.

- APPLICATION** (completed, dated, and signed by **property owner**)
- PROPERTY SURVEY**(s) of all properties involved in the project (Drawn to scale and signed by a licensed surveyor) **We cannot accept a survey that has been reduced, faxed or scanned.**
- SITE PLAN** (Drawn to scale) **Three (3) full size copies and one (1) reduced 11x17**
 - 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
- FLOOR PLANS (needed 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 dimensions. If any floor plans are not drawn to scale with dimensions they **WILL NOT** be accepted.
- STATE ENVIRONMENTAL QUALITY REVIEW ACT ASSESSMENT FORM –Part One** filled out completely and signed by Applicant or Owner.
- EXTERIOR ELEVATIONS** -Must be drawn to scale, labeled with dimensions, and include material notes on the elevations). **Schematic, photo shop, or color renderings will NOT be accepted.**
 - a) Exterior Elevations with all dimensions clearly indicated for all exterior elements
 - b) Building materials and colors. Please include **THREE** sets of color catalogue cuts or manufacturer's reference that can be photocopied (**not life size samples or real materials**). Elevation drawings must indicate materials, color, and location of each.
- SPECIFICATIONS** (color material catalogue cuts of proposed alterations/additions.)
- PHOTOGRAPHS** (COLOR 35mm or digital) of **existing structure or project site** (these should be keyed to elevations and/or floor plans or site plan/survey)
- PHOTOGRAPHS** (COLOR 35mm or digital) of **existing streetscape** including properties adjacent to, and across the street from, project site (**labeled with addresses**).

MAP (keyed to streetscape photographs)

EXTERIOR SIGNAGE DRAWINGS (Photos may be used to show existing locations)

a) Type (ground/wall/window/projecting)

b) Size (exact dimensions including height from grade to top of sign example)

c) Location(s) – (see attached sign plan sample)

i. Exact placement must be included for ground signs – measurements from structure to sign location and distance from sign to property line. (not sidewalk)

ii. For wall signs, the distance from the top of sign to roofline , from ground to bottom of sign and measurement from side of building to the side of the sign– see attached

05/2014