

City of Syracuse  
Office of Zoning Administration

**CHANGE OF OCCUPANCY  
APPLICATION**

City Hall Commons - Room 500 \* 201 E. Washington Street \* Syracuse, NY 13202-1426  
315-448-8640 \* [zoning@syr.gov.net](mailto:zoning@syr.gov) \* [www.syr.gov.net/Zoning.aspx](http://www.syr.gov.net/Zoning.aspx)

Office Use Filing Date: Case: Zoning District:

**REQUESTED** (Check applicable and briefly describe.)

Existing Nonconforming Use: \_\_\_\_\_

Proposed Nonconforming Use: \_\_\_\_\_

<b><u>TAX ASSESSMENT ADDRESS(ES)</u></b>	<b><u>TAX MAP ID(S)</u></b> (000.-00-00.0)	<b><u>OWNER(S)</u></b>	<b><u>DATE ACQUIRED</u></b>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____

As listed in the Department of Assessment property tax records at <http://syr.gov.net/Assessment.aspx> - 315-448-8280.

**COMPANION ZONING APPLICATION(S)** (List any related City Zoning applications, if applicable, e.g., Resubdivision, Special Permit, Project Site Review, etc.)

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**PROJECT CONSTRUCTION** (Check all that apply and briefly describe, as applicable.)

- Demolition (full and partial): \_\_\_\_\_
- New Construction: \_\_\_\_\_
- Façade (Exterior) Alterations: \_\_\_\_\_
- Site Changes: \_\_\_\_\_

**PROJECT INFORMATION** (Briefly describe, as applicable.)

Project Name: \_\_\_\_\_  
Current Land Use(s): \_\_\_\_\_  
Proposed Land Use(s): \_\_\_\_\_  
Total Number of Dwelling Units: \_\_\_\_\_  
Days and Hours of Operation: \_\_\_\_\_  
Max Number of Employees at One Time: \_\_\_\_\_  
Total Number of Onsite Parking Spaces: \_\_\_\_\_

**PROJECT DESCRIPTION** (Provide a brief description of the project, including and purpose or need, and justification.)

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\_\_\_\_\_

**City of Syracuse Office of Zoning Administration**

**PROPERTY OWNER(S) (required)**

As listed in Department of Assessment property tax records (<http://syrgov.net/Assessment.aspx> - 315-448-8280). If not listed as the owner, please provide proof of ownership, e.g., a copy of the deed. Attorney's signing on behalf of the owner must include a letter describing the legal arrangement. If the property owner is a Corporation or Organization, the person signing must provide member verification. **Contract purchasers, tenants, architects, engineers, contractors, etc. CANNOT sign on behalf of the owner.**

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>	<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St Zip</i>	<i>Email:</i>
<i>* Signature:</i>			<i>Date:</i>	

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>	<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St Zip</i>	<i>Email:</i>
<i>* Signature:</i>			<i>Date:</i>	

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>	<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St Zip</i>	<i>Email:</i>
<i>* Signature:</i>			<i>Date:</i>	

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>	<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St Zip</i>	<i>Email:</i>
<i>* Signature:</i>			<i>Date:</i>	

**\* OWNER SIGNATURE 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.

**APPLICANT(S) (if applicable)**

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>	<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St Zip</i>	<i>Email:</i>

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>	<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St Zip</i>	<i>Email:</i>

**REPRESENTATIVE(S)/CONTACT(S) (if applicable)**

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>	<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St Zip</i>	<i>Email:</i>

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>	<i>Phone:</i>
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St Zip</i>	<i>Email:</i>

## **Change of Occupancy Application**

### **PROCEDURES**

Change of Occupancy applications require a public hearing with the City Planning Commission at a regularly scheduled meeting, which are held every three weeks on Mondays at 6:00 p.m. in the Common Council Chambers on the third floor of City Hall, unless otherwise noted. The annual meeting scheduled is posted at [http://www.syr.gov.net/Planning\\_Commission.aspx](http://www.syr.gov.net/Planning_Commission.aspx).

An application will not be considered complete and ready for a public hearing until all required submittals have been received and have been through a preliminary review by Zoning Office staff, including an evaluation of the application under the New York State Environmental Quality Review Act (SEQR).

Applications are also referred (forwarded) to other departments, typically the Departments of Public Works and Engineering, and the City Division of Planning for review and comment and to also assist with coordinating the project with their requirements. Applications involving historic properties are referred to the Syracuse Landmark Preservation Board for review and comment. Applications involving properties within the jurisdiction of the Onondaga County Planning Board are referred for their review.

This review process will ultimately make the process of obtaining any additional permits, like building permits, more efficient. Applicants will be required to address any comments, often through the modification of the application plans that must be resubmitted to the Syracuse Zoning Office. This review process is often iterative in nature and may require additional review time if the project is complex.

Once an application is complete, reviewed, and ready for a public hearing, the application will be placed on the next available City Planning Commission meeting agenda to be authorized for a public hearing to be held at the following regularly scheduled meeting. Following the public hearing authorization, and at least ten (10) days prior to the public hearing date, a "Public Notice" will be published in Syracuse Post Standard as well as mailed to: the applicant and applicant's representative (if applicable); surrounding property owners within at least a 200 foot radius from the applicant's property; and to other City departments and neighborhood organizations. The application and its contents will then be available for inspection at the Syracuse Zoning Office. [http://www.syr.gov.net/Planning\\_Commission.aspx](http://www.syr.gov.net/Planning_Commission.aspx).

The applicant or their representative must attend the public hearing to present the application to the City Planning Commission. A decision will typically be rendered on the same day as the public hearing, but occasionally public hearings will be held open to the next meeting pending additional information and/or further consideration.

If the Change of Occupancy is approved by the City Planning Commission, it is then forwarded to the City Common Council for their consideration at the next available regularly scheduled meeting, which are held every two weeks on Wednesdays at 1:00 p.m. at [http://www.syr.gov.net/Common\\_Council\\_Calendar.aspx](http://www.syr.gov.net/Common_Council_Calendar.aspx). The Zoning Administrator presents the Resolution to Common Council and the applicant is not required to, or otherwise does not, attend this meeting. Once the Common Council renders a decision, the final City Planning Commission Resolution and the Common Council Ordinance are mailed to the owner and applicant.

Depending upon the type and complexity of the request, additional necessary reviews, and the public hearing schedule, the entire Change of Occupancy application process from the submission of the application to the Syracuse Common Council's consideration and decision may take eight weeks, or longer.

**APPLICANTS PLEASE NOTE:** Approval of your application 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 all applicable permits, such as building permits from the Division of Code Enforcement.

**Change of Occupancy Application**  
**INSTRUCTIONS AND REQUIRED SUBMITTALS**

**Incomplete applications will not be processed.**

Applications together with the required submittals below must be submitted in **HARD COPY, SINGLE SIDED** and **NOT BOUND**, to the City of Syracuse Office of Zoning Administration, City Hall Commons – Room 500, 201 East Washington St., Syracuse, NY 13202. E-mailed submissions will not be processed.

Please submit **ONE (1) COPY** of the following:

- APPLICATION** – filled out completely, dated, and **signed by property owner(s) as instructed.**
- STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQR) ASSESSMENT FORM** (for most applications a Short Form (SEAF) - Part One) – filled out to the best of your ability, dated, and signed.
- MATERIAL AND COLOR SPECIFICATIONS** - catalog cuts / product brochures for all materials and colors. Life size samples or real materials cannot be accepted.
- PHOTOGRAPHS (COLOR)** of the **PROJECT SITE** keyed to a property survey or site plan.
- PHOTOGRAPHS (COLOR)** of the **STREETSCAPE**, including properties adjacent to and across the street from the project site, labeled with addresses and keyed to a property survey or site plan.
- JUSTIFICATION LETTER** describing in detail why the waiver is necessary and attach all supporting documentation.
- APPLICATION FEE** – \$0.

Please submit **THREE FULL-SIZE AND TO-SCALE SET** for review purposes, and **ONE (1) REDUCED SET** (11X17, or smaller) for copying, of the items listed below. All plans must include a title block with author, date, scale, and Department of Assessment property tax address, and must be an accurate graphic representation of all pertinent information that can be correctly interpreted by any person without additional explanation. Plans do not need to be stamped by a licensed professional unless noted below.

- AS BUILT PROPERTY SURVEY(S)** of all involved properties illustrating **boundaries, easements, and current conditions** including structures, fencing, parking surface, retaining walls (**signed and stamped by a licensed surveyor**).
- SITE PLAN(S)** illustrating site alterations and post project conditions that are/will be different from the As Built Property Survey:
  1. **zoning schedule** (density, setbacks, building and parking surface coverage, screening, parking requirements)
  2. **demolitions and post demolition** conditions
  3. **structures, facilities, utilities and drainage**
  4. **parking areas** including surface type, dimensioned spaces, number of spaces, traffic patterns, and coverage
  5. **loading dock and delivery areas**
  6. **dumpsters** and/or trash receptacles
  7. **landscaping** including type, height, and number of plantings
  8. **screening** including parking, dumpsters, and site
  9. **screening/fencing** including type and height for parking, dumpsters, and site
  10. **ground signs**
  11. **STREET rights-of-way** conditions, existing and proposed, including curb cuts, driveways, sidewalks, and plantings
  12. **ENROACHMENTS**, existing or proposed, into the City rights-of-way including stairs, signs, and awning
- EXTERIOR BUILDING ELEVATIONS** illustrating proposed exterior (façade) alterations, if applicable, with all dimensions, materials, and colors clearly illustrated and noted. (Schematics or color renderings can be submitted in addition to elevation drawings (plans), if available.)

**FLOOR PLANS** with all uses, dimensions, and square footages clearly labeled.

**Commercial Layouts**

1. Customer areas
2. Employee areas
3. Storage areas and restrooms
4. Office space
5. Counters, tables, chairs, booths
6. Stages, dance floors, DJ booths
7. Shelving and display areas
8. All kitchen equipment
9. Coolers, freezers, etc
10. Vending machines, amusement games, etc

**Residential Layouts (Dwelling units)**

1. Common areas (living and dining room, kitchen)
2. Bathrooms, hallways and closets
3. Bedrooms