

City of Syracuse  
Office of Zoning Administration

**OFF PREMISE ADVERTISING 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: \_\_\_\_\_

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

- New Signage: \_\_\_\_\_
- Continuation of Signage: \_\_\_\_\_
- Modification of Signage: \_\_\_\_\_

<u>TAX ASSESSMENT ADDRESS</u>	<u>TAX MAP ID</u> (000.-00-00.0)	<u>OWNER(S)</u>	<u>DATE ACQUIRED</u>
-------------------------------	-------------------------------------	-----------------	----------------------

1) \_\_\_\_\_

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

**EXACT LOCATION** (Surveyed/GPS coordinates)

	Datum	Projection	Easting (x)	Northing(y)
<b>State Plane Coordinates:</b>				

**SIGN INFORMATION** (Briefly describe.)

Sign Location Type (ground, wall, roof): \_\_\_\_\_

Support Structure Type (center pole, flag pole, uprights, etc.): \_\_\_\_\_

Total Sign Height - Feet (from the bottom-most part to the very top of the sign): \_\_\_\_\_

Orientation Elevation Height\* in Feet: \_\_\_\_\_

\* the elevation from which observers are intended to view the sign to the very top of the sign

**SIGN PANEL(S) INFORMATION**

Sign Panel	Orientation Direction (N,S,E,W)	Orientation Street(s)	Panel Height (Feet)	Panel Width (Feet)	Lighting (External / LED / Digital)	Changeable Copy (Manual / Electronic)
1						
2						
3						
4						

**ELECTRONIC CHANGEABLE COPY INFORMATION** (Briefly describe, as applicable.)

Brightness Technology: \_\_\_\_\_

Duration of Message (seconds): \_\_\_\_\_

Message Transition (type, duration): \_\_\_\_\_

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>

## **Off Premise Advertising**

### **APPLICATION PROCEDURES**

Off Premise Advertising 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. Once a decision is made by the City Planning Commission, or Zoning Administrator, the final resolution will be mailed to the applicant and their representative.

Depending upon the type and complexity of the request, additional necessary reviews, and the public hearing schedule, the entire application process from the submission of the application may take six 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.

**Off Premise Advertising Application**  
**INSTRUCTIONS AND REQUIRED SUBMITTALS**

**Incomplete applications will not be processed.**

Applications together with the required submittals listed 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 13202-1426. 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 as instructed.**
- STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQR) Short Environmental Assessment Form (SEAF) - Part One** - filled out to the best of your ability, dated, and signed.
- APPLICATION FEE – \$50 check or money order made out to the Commissioner of Finance.**

Please submit **THREE (3) FULL-SIZE AND TO-SCALE SETS** 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 Property Tax Assessment 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** and **easements**, and **current conditions** including structures, fencing, parking surface, and retaining walls (**signed and stamped by a licensed surveyor**).
- SIGN PLANS as follows:**
  1. **sign structure and panel diagrams with detailed dimensions**, including the total height, and the height from the “orientation elevation,” i.e., the elevation from which observers are intended to view the sign, to the very most top of the sign.
  2. **associated support and lighting structure** information.
  3. **detailed notes** specifying brightness control and logging, and message type, duration, and transmission for light emitting and changeable copy panels.
- PHOTOGRAPHS as follows:**
  1. **External Illumination Panels:** for all panel orientations show the current view of the proposed sign and site with a representation of the sign superimposed on a photograph.
  2. **Light Emitting Panels:** for all panel orientations, a **series** of photographs that approximate panel brightness for all three of the following conditions: **a) clear, b) overcast, and c) night time.**