
PROPERTY OWNER *(required)*

As listed on the Tax Assessment Roll available at syrgov.net/Assessment.aspx or 315-448-8280

First Name *Last Name* *Title & Company*

Address

City *State & Zip* *Phone* *email*

APPLICANT *(if different from owner)*

First Name *Last Name* *Title & Company*

Address

City *State & Zip* *Phone* *email*

REPRESENTATIVE *(architect, engineer, attorney, etc., if applicable)*

First Name *Last Name* *Title & Company*

Address

City *State & Zip* *Phone* *email*

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.

PROPERTY OWNER SIGNATURE *(required)*

As listed on the Syracuse Tax Assessment Roll available at syrgov.net/Assessment.aspx, or 315-448-8280. If not listed as the current owner, please include a proof of ownership, e.g., a copy of the deed. **Attorney's** signing on behalf of the owner must include a one page letter describing the legal representative arrangement. If the property owner is a Corporation or Organization, the person signing must provide verification they are a member. **Contract purchasers, tenants, architects, engineers, contractors, etc. CANNOT sign on behalf of the owner.**

PROPERTY OWNER SIGNATURE

DATE

Please legibly PRINT SIGNATURE NAME, and, if applicable, TITLE and COMPANY

INSTRUCTIONS AND REQUIRED SUBMITTALS

Incomplete applications will not be processed.

Applications together with the required submittals listed below must be submitted in **HARD COPY** to the Syracuse Zoning Office, City Hall Commons – Room 500, 201 East Washington St., Syracuse, NY 13202-1426. Faxed or emailed submissions will not be processed.

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

- APPLICATION** – filled out completely, dated, and **signed by property owner**.
- STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQR) Short Environmental Assessment 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.
- SIGN SUBMISSION FORM** – required for Site Plan Review approvals. Project Site Review entails a preliminary signage review only.

Please submit **THREE (3) FULL-SIZE AND TO-SCALE SETS** for review purposes, and **ONE (1) SET REDUCED SET** (11X17, or smaller) for copying purposes 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.

- PROPERTY SURVEY(S)** of all involved properties (**signed and stamped by a licensed surveyor**)
- FLOOR PLANS** for new construction, additions, and change of zoning use/occupancies.
- SITE PLANS**
 1. **Zoning** (setback, lot coverage, etc.) and **parking** (Zoning use and required parking) **analyses**;
 2. **demolitions** and **post demolition** conditions;
 3. **structures**;
 4. **parking areas** including surface type, dimensioned spaces, number of spaces, traffic patterns;
 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. **fencing** including type and height;
 10. **lighting** including structure heights and luminaries wattage;
 11. **ground signs**; and
 12. **street right-of-way** conditions, existing and proposed, including curb cuts, driveways, sidewalks, and plantings.
- EXTERIOR BUILDING ELEVATIONS** all dimensions, materials, and colors must be clearly illustrated and noted. (Schematics or color renderings can be submitted in addition to drawings if available.)

City of Syracuse
Zoning Office and Central Permit Office
SIGN SUBMISSION FORM

| SIGN TABLE | | | | | | | |
|---|----------------------|--|----------------------------------|------------------|-----------------|----------------|-------------------|
| Please provide the following information for all proposed and existing signage for the business/tenant. | | | | | | | |
| Street Name: _____ | | Linear building or tenant space frontage (feet): _____ | | | | | |
| Street Name: _____ | | Linear building or tenant space frontage (feet): _____ | | | | | |
| Street Name: _____ | | Linear building or tenant space frontage (feet): _____ | | | | | |
| Street Name: _____ | | Linear building or tenant space frontage (feet): _____ | | | | | |
| Sign Number / Key | Proposed or Existing | Type (Wall, Projecting, Window, Ground) | Sign Height (Ground to Sign Top) | Sign Face Height | Sign Face Width | Sign Face Area | Sign Illumination |
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REQUIRED SUBMITTALS

Please fill out and submit **ONE (1) COPY** of this Sign Submission Form.

Please submit **THREE (3) FULL-SIZE AND TO-SCALE SETS** for review purposes, and **ONE (1) SET REDUCED SET** (11x17, or smaller) for copying purposes of the following:

- SIGN DESIGN PLAN** illustrating the type of sign (wall, projecting, window, ground, roof) with the sign face height and width dimensions of outer-most sign boundary shown and noted.
- SIGN PLACEMENT PLAN** illustrating building signage on the building façade(s) (signage superimposed on photographs can be used) with the distance from the ground to the top of the sign shown and noted.
- SIGN LOCATION PLAN**
 - illustrating the location of all building signage keyed to the application sign table; and/or
 - a full-size, to-scale **PROPERTY SURVEY** or **SITE PLAN, stamped by a license surveyor**, illustrating sign locations with the distance from the sign to the property line (not the sidewalk) shown and noted.

GENERAL SIGN ALLOWANCES – See the Zoning Ordinance for further requirements and details.

| Zoning District | Types | Locations | Ground Sign Height | Area | Number |
|--|--------------------------|----------------------------------|--------------------|---------------------------------|---|
| RESIDENTIAL | Wall or Ground | First story or front yard | 6 feet | 15 square feet maximum | 1 per property |
| OFFICE | Wall or Ground | First story or behind front yard | 6 feet | 15 square feet maximum | 1 per property |
| CENTRAL BUSINESS | Wall, Ground, Projecting | First story | | 1 square foot per 1 linear foot | 1 per business/tenant per street |
| SPECIAL PERMITS | Wall, Ground | | 30 feet | 40 square feet maximum | 1 wall and 1 ground per business/tenant |
| LOCAL BUSINESS, COMMERCIAL, & INDUSTRIAL | Wall, Ground, Projecting | | 30 feet | 1 square foot per 1 linear foot | 2 per business/tenant per street |