

City of Syracuse Zoning Office

Application for PROJECT SITE REVIEW SITE PLAN REVIEW-LAKEFRONT DISTRICT
City Hall Commons - Room 500 * 201 E. Washington Street * Syracuse, NY 13202-1426 * 315-448-8640

For Office Use **Filing Date:** _____ **Case Number:** _____ **Zoning District:** _____

PROPERTY TAX ASSESSMENT ADDRESS(ES)

(See Tax Assessment Roll at syrgov.net/Assessment.aspx, or 315-448-8280)

TAX ID/SBL

(000.-00-00.0)

PROJECT TYPE *(please check all that apply and briefly describe)*

- Demolition *(full and partial)*: _____
- New Construction: _____
- Exterior Alterations: _____
- Site Changes: _____

PROJECT DESCRIPTION

ZONING USE / BUILDING OCCUPANCY *(existing, proposed, changes)*

PROPERTY OWNER <i>(required)</i> <i>As listed on the Tax Assessment Roll available at syrgov.net/Assessment.aspx or 315-448-8280</i>				
<i>First Name</i>	<i>Last Name</i>		<i>Title</i>	
			<i>Company</i>	
<i>Address</i>			<i>Address</i>	
<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Phone</i>	<i>email</i>
APPLICANT <i>(if applicable)</i>				
<i>First Name</i>	<i>Last Name</i>		<i>Title</i>	
			<i>Company</i>	
<i>Address</i>			<i>Address</i>	
<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Phone</i>	<i>email</i>
REPRESENTATIVE <i>(architect, engineer, attorney, sign company, other, if applicable)</i>				
<i>First Name</i>	<i>Last Name</i>		<i>Title</i>	
			<i>Company</i>	
<i>Address</i>			<i>Address</i>	
<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Phone</i>	<i>email</i>

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.**

<i>Signature</i>		<i>Date</i>
<i>Print Name</i>	<i>Title</i>	<i>Company</i>

Project Site Review and Site Plan Review 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** 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.
- APPLICATION FEE** – \$0.

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/building occupancies.
- SITE PLANS**
 1. **Zoning** (setback, lot coverage, etc.) and **parking** (Zoning use and required parking) requirement notes
 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**
 12. **street right-of-way** conditions, existing and proposed, including curb cuts, driveways, sidewalks, and plantings
 13. **ENROACHMENTS**, existing or proposed, into the City right-of-way including stairs, signs, and awnings
- EXTERIOR BUILDING ELEVATIONS** 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.)