

**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:**

**PROPERTY TAX ASSESSMENT ADDRESS(ES) (street number and name) TAX ID(S)**  
 (As listed on the City Tax Assessment Roll available at syrgov.net/Assessment.aspx, or 315-448-8280.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

- Demolition: \_\_\_\_\_
- New Construction: \_\_\_\_\_
- Exterior Alteration: \_\_\_\_\_

**OCCUPANCY INFORMATION** Occupancies/Uses (existing, proposed, and changes): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE DESCRIBE ALL ASPECTS OF YOUR PROJECT IN DETAIL:**


**SIGN TABLE** – Sign information is required for Site Plan Review Lakefront District approval. Project Site Review entails a preliminary sign review only. Please key (1, 2, 3, etc.) the sign on a location map. See submission requirements.

Sign Number/Key	Proposed or Existing	Wall, Projecting, Window, or Ground	Height	Width	Area	Distance from Ground to Top of Sign	Illumination

**CURRENT PROPERTY OWNER**

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

Name(s):

Mailing Address:

Zip:  Telephone:  E-mail:

**APPLICANT INFORMATION:**

(If different from current property owner.)

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

Name(s):

Mailing Address:

Zip:  Telephone:  E-mail:

**REPRESENTATIVE INFORMATION:**

(If applicable.)

Attorney  Architect  Contractor  Other (please state):

Name(s):

Mailing Address:

Zip:  Telephone:  E-mail:

**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.

**CURRENT PROPERTY OWNER SIGNATURE**

As listed on the City of Syracuse Tax Assessment Roll available at syrgov.net/Assessment.aspx, or 315-448-8280.. If not listed as the owner on the current roll, please include a proof of ownership, for example, a copy of the deed. Attorney’s signing on behalf of the owner must include a one page letter describing the legal representative arrangement. Architects, engineers, contractors, tenants, etc. cannot sign on behalf of the property owner. If property owner is a Corporation or an Organization, then the person signing must provide verification they are a member of such, and can sign on the owners’ behalf.

\_\_\_\_\_  
**CURRENT PROPERTY OWNER SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Please legibly PRINT SIGNATURE NAME and TITLE**

## INSTRUCTIONS AND REQUIRED SUBMITTALS

Incomplete applications will not be processed.

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

Please submit **ONE COPY** of the following:

- APPLICATION** – filled out completely, dated, and **signed by property owner. Please reference PROPERTY TAX ASSESSMENT ADDRESS and TAX ID (not the mailing address).**
- STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQR) Short Environmental Assessment Form (SEAF) - Part One** - filled out to the best of your ability, dated, and **signed by owner, applicant, or representative.**
- 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** that is keyed to a property survey or site plan.
- PHOTOGRAPHS (COLOR) of the surrounding streetscape** including properties adjacent to, and across the street from, the project site, labeled with addresses that is keyed to a property survey or site plan.

Please submit **THREE (3) FULL-SIZE AND TO-SCALE SETS** for review purposes, and **ONE (1) SET OF 11”X 17” SET**, or smaller, for copying purposes of the following 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 need not 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 occupancies.
- SITE PLANS**
  1. **Zoning (setback, lot coverage, etc.) and onsite parking** (occupancy and spaces) **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. (Schematic, Photoshop, or color renderings cannot be substituted.)
- EXTERIOR SIGNAGE DRAWINGS required for Site Plan Review approvals. Project Site Review entails a preliminary signage review only.**
  1. graphics illustrating the type of sign (wall, projecting, window, ground) with the height and width dimensions of outer-most sign boundary shown and noted;
  2. graphics illustrating building signage on the façade(s) (signage superimposed on photographs can be used) with the distance from the ground to the top of the sign shown and noted;
  3. a sign location plan illustrating the location of all building signage keyed to the application sign table; and
  4. a full-size, to-scale property survey or site plan illustrating ground signs locations with the distance from the property line (not the sidewalk) to the sign shown and noted.