

City of Syracuse  
Office of Zoning Administration

**SIGN WAIVER / ROOF SIGN APPLICATION**

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

Office Use    Filing Date: \_\_\_\_\_    Case: \_\_\_\_\_    Zoning District: \_\_\_\_\_

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

- Sign Waiver:** \_\_\_\_\_
- Roof Sign:** \_\_\_\_\_

	<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 **Syracuse Tax Assessment** property tax records at <http://syrgov.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 INFORMATION** (Briefly describe.)

Project / Business Name: \_\_\_\_\_

Current Land Use(s): \_\_\_\_\_

Proposed Land Use(s): \_\_\_\_\_

<b>SIGN TABLE</b>									
<i>Please provide the following information for all existing and proposed signage for the business.</i>									
Street Name: _____		Linear building or tenant space frontage/width (feet): _____							
Street Name: _____		Linear building or tenant space frontage/width (feet): _____							
Street Name: _____		Linear building or tenant space frontage/width (feet): _____							
Sign Number /Key	Proposed or Existing	Type (Wall, Projecting, Window, Ground)	Construction (Channel, Cabinet, Other)	Sign Lighting (external / internal)	Sign Content (For example, Eat at Joe's.)	Sign Height (Grade to Top of Sign)	Sign Face Height (feet)	Sign Face Width (feet)	Sign Face Area (sq ft)



**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>

## **Sign Waiver / Roof Sign**

### **APPLICATION PROCEDURES**

Sign Waiver and Roof Sign applications can be reviewed administratively by the Zoning Administrator if they meet all of Zoning Ordinance sign waiver requirements. In some cases, applications must be forwarded to the City Planning Commission and require a public hearing (see City Planning Commission procedures below for more information).

An application will not be considered complete or 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 referred (forwarded) to other relevant 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 maybe 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.

Sign Waiver and Roof Sign applications that are referred to the City Planning Commission may require a public hearing, and will be placed on the next available City Planning Commission meeting agenda to be authorized for a public hearing that will be held at the following regularly scheduled meeting. Regularly scheduled meetings are held every three weeks on Monday's 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/Planning\\_Commission.aspx](http://www.syr.gov/Planning_Commission.aspx).

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 Office of Zoning Administration and [http://www.syr.gov/Planning\\_Commission.aspx](http://www.syr.gov/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 / decision will be mailed to the applicant and their representative.

**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.

**Sign Waiver – Roof Sign 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** 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. 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 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 current conditions including structures, fencing, parking surface, retaining walls (**signed and stamped by a licensed surveyor**).
- FLOOR PLAN** illustrating and/or noting floor level and street frontage.
- 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 (sign height) shown and noted.
- SIGN LOCATION PLAN** illustrating the location of all building and ground signage keyed to the Sign Table.

<b>SIGN ALLOWANCES</b>					
<i>Signs are only allowed on street frontages in all zoning districts.</i>					
<b>Zoning District</b>	<b>Types</b>	<b>Location Restrictions</b>	<b>Number</b>	<b>Sign Face Area</b>	<b>Ground Sign Height</b>
Residential	Wall or Ground	First story or front yard only	1 per property	15 square feet max	6 feet max
Office	Wall or Ground	First story or behind front yard only	1 per property	15 square feet max	6 feet max
<i>The total area of allowed signage in the zoning districts below is based on the linear business building/tenant space street frontage (width) on the street.</i>					
Central Business	Wall, Ground, Projecting	First story only	1 per business/tenant per street	1 square foot per 1 linear foot	
Special Permits	Wall, Ground		1 wall and 1 ground per business/tenant	40 square feet max	30 feet max
Local Business, Commercial, & Industrial	Wall, Ground, Projecting		2 per business/tenant per street	1 square foot per 1 linear foot	30 feet max

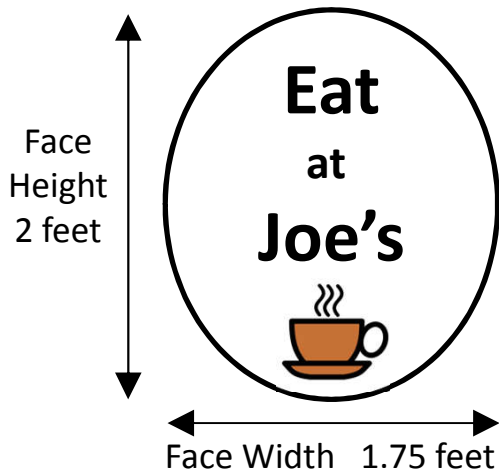
# SIGN DESIGN PLANS

## Wall Sign Design



Area  $1 \times 5 = 5$  square feet  
Scale 1 inch = 1 foot

## Projecting Sign Design



Area  $2 \times 1.75 = 3.5$  square feet  
 $3.5 \times 2$  sides = 7 square feet total  
Scale 1 inch = 1 foot

## Channel Letter Sign Design



Area  $3 \times 9 = 27$  square feet  
Scale 1 inch = 3 feet

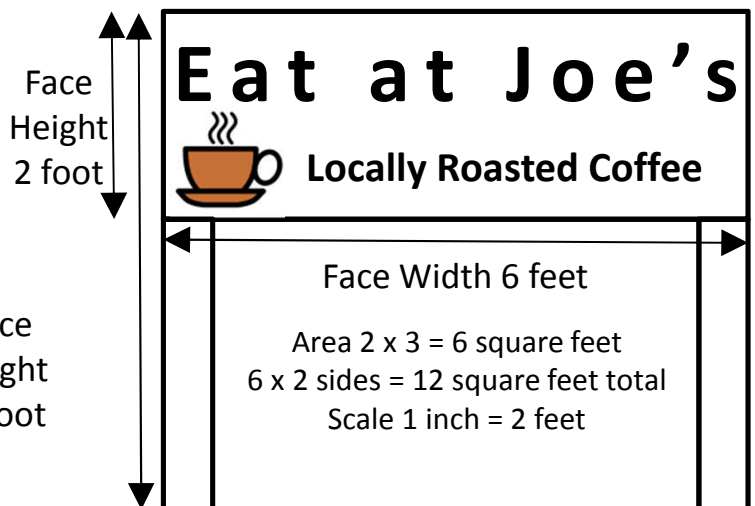
## Wall (Awning) Sign Design



Area  $3 \times 6 = 9$  square feet  
Scale 1 inch = 2 feet

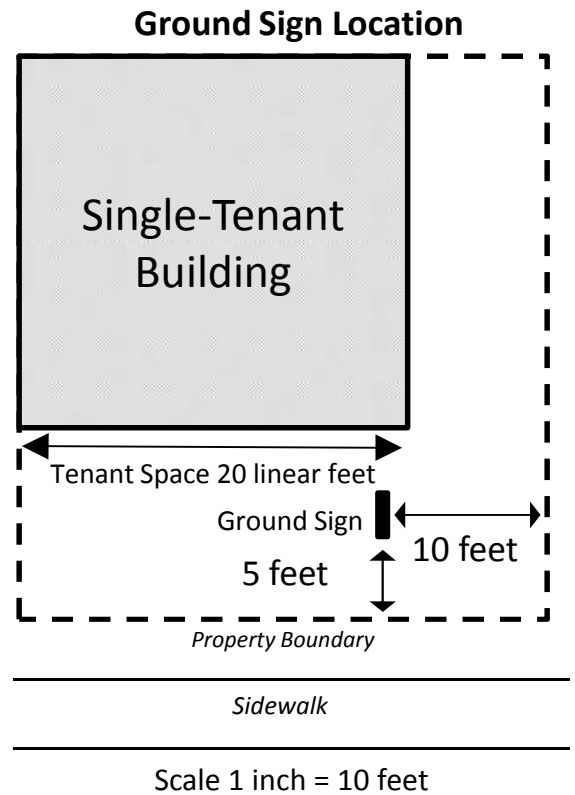
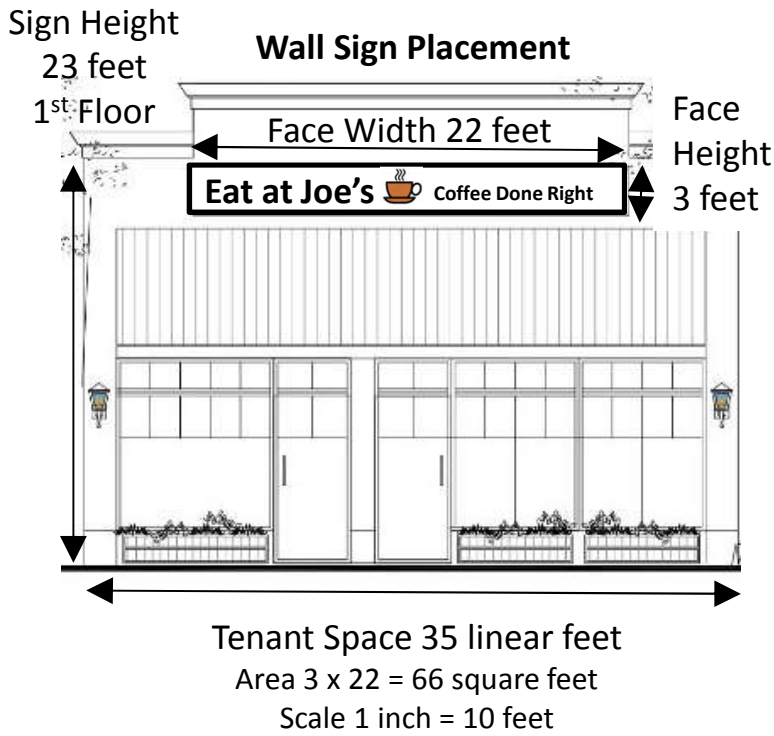
Sign Height 5 feet

## Ground Sign Design

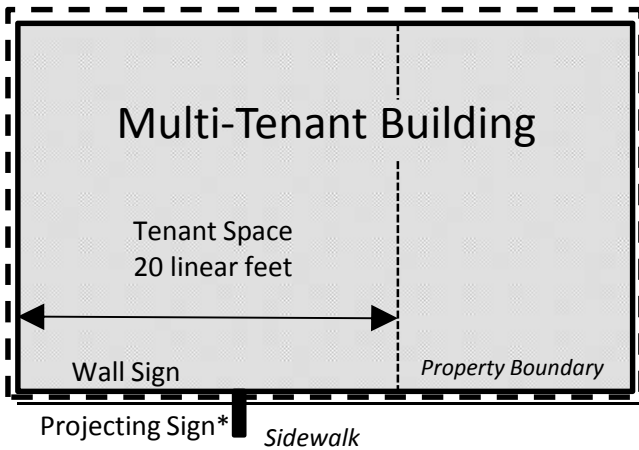


Area  $2 \times 3 = 6$  square feet  
 $6 \times 2$  sides = 12 square feet total  
Scale 1 inch = 2 feet

# SIGN PLACEMENT AND LOCATION PLANS



## Wall & Projecting Sign Location



Scale 1 inch = 10 feet

- *Projecting sign requires permission to encroach into the City street right-of-way.*