

City of Syracuse
Office of Zoning Administration

SPECIAL PERMIT APPLICATION

City Hall Commons - Room 500 * 201 E. Washington Street * Syracuse, NY 13202-1426 * 315-448-8640
315-448-8640 * zoning@syrgov.net * www.syrgov.net/Zoning.aspx

Office Use _____ Date: _____ Case: _____ Zoning District: _____

SPECIAL PERMIT REQUESTED (Check all that apply and briefly describe.)

- | | |
|--|--|
| <input type="checkbox"/> Restaurant (bars, taverns, coffee shops, night clubs): | Customer Area Square Footage: |
| <input type="checkbox"/> Dining Room | <input type="checkbox"/> Entertainment - hours & details |
| <input type="checkbox"/> Bar Service | <input type="checkbox"/> Stage - hours |
| <input type="checkbox"/> Drive-Thru | <input type="checkbox"/> DJ Booth - hours |

Other (describe): _____

<u>TAX ASSESSMENT ADDRESS(ES)</u>	<u>TAX MAP ID(S)</u> (000.-00-00.0)	<u>OWNER(S)*</u>	<u>DATE ACQUIRED</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____

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

COMPANION ZONING APPLICATION(S) (List any related Zoning applications, if applicable, e.g., Resubdivision, Special Permit, Project Site Review, etc.)

1) _____ 2) _____ 3) _____

PROJECT CONSTRUCTION (Please check all that apply and briefly describe.)

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

PROJECT INFORMATION (Briefly describe, as applicable.)

Business/Project Name: _____

Current Land Use(s): _____

Proposed Land Use(s): _____

Total Number of Dwelling Units: _____

Days and Hours of Operation: _____

Total Number of Onsite Parking Spaces: _____

PROJECT DESCRIPTION (Provide a brief description of the project, including purpose or need.)

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>
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<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>

Special Permit

APPLICATION PROCEDURES

Special Permit 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.

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.

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.

If the Special Permit is approved by the City Planning Commission, it is then forwarded to the City Common Council for their consideration at the next available regularly scheduled meeting, which are held every two weeks on Wednesdays at 1:00 p.m. at http://www.syr.gov.net/Common_Council_Calendar.aspx. The Zoning Administrator presents the Resolution to Common Council and the applicant is not required to, or otherwise does not, attend this meeting. Once the Common Council renders a decision, the final City Planning Commission Resolution and the Common Council Ordinance are mailed to the owner and applicant.

Depending upon the type and complexity of the request, additional necessary reviews, and the public hearing schedule, the entire Special Permit application process from the submission of the application to the Syracuse Common Council's consideration and decision may take eight 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.

**Project Site / Site Plan (Lake Front) / Multi-Building / Project Plan
Review Application**

INSTRUCTIONS AND REQUIRED SUBMITTALS

Incomplete applications will not be processed.

Applications together with the required submittals 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. 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(s) as instructed**.
- STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQR) ASSESSMENT FORM** (for most applications a Short 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**
- APPLICATION FEE** – \$0.

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, easements, and current conditions** including structures, fencing, parking surface, retaining walls (**signed and stamped by a licensed surveyor**).
- SITE PLAN(S)** illustrating site alterations and post project conditions that are/will be different from the As Built Property Survey, as applicable:
 1. **zoning schedule** (density, setbacks, building and parking surface coverage, screening, parking requirements)
 2. **demolitions and post demolition** conditions
 3. **structures, facilities, utilities and drainage**
 4. **parking areas** including surface type, dimensioned spaces, number of spaces, traffic patterns, and coverage
 5. **loading dock** and delivery areas
 6. **dumpsters** and/or trash receptacles
 7. **landscaping** including type, height, and number of plantings
 8. **screening/fencing** including type and height for parking, dumpsters, and site
 9. **lighting** including structure heights and luminaries wattage
 10. **ground signs**
 11. **STREET rights-of-way** conditions, existing and proposed, including curb cuts, driveways, sidewalks, and plantings
 12. **ENROACHMENTS**, existing or proposed, into the City rights-of-way including stairs, signs, and awning
- 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.)

FLOOR PLANS for new construction, additions, and change of zoning use/building occupancies with square footages clearly label for land uses.

Commercial Layouts

1. Customer areas
2. Employee areas
3. Storage areas and restrooms
4. Office space
5. Counters, tables, chairs, booths
6. Stages, dance floors, DJ booths
7. Shelving and display areas
8. All kitchen equipment
9. Coolers, freezers, etc
10. Vending machines, amusement games, etc

Residential Layouts (Dwelling units)

1. Common areas (living and dining room, kitchen)
2. Bathrooms, hallways and closets
3. Bedrooms

**City of Syracuse
Office of Zoning Administration
SIGN FORM**

Office Use Filing Date: _____ Case: _____ Zoning District: _____

SIGN TABLE

Please provide the following information for all existing and proposed business identification signage.

The business / tenant has space on the 1st story at street level: Yes No

The business / tenant has space with direct frontage on the street: Yes No

Street Name 1: _____ **Linear building or tenant space frontage/width (feet):** _____

Street Name 2: _____ **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 HxW (sq ft)

REQUIRED SUBMITTALS

This Sign Submission Form with the required submittals below must be submitted in **HARD COPY, SINGLE-SIDED** and **NOT BOUND** as follows: **ONE (1) COPY** of this Sign Submission Form; and **ONE (1) FULL-SIZE** and **TO-SCALE PLAN SET** for review, and **ONE (1) REDUCED SET** (11x17 inches, or smaller) for copying, of the items listed below. E-mailed submissions will not be processed.

- AS BUILT PROPERTY SURVEY** illustrating current conditions (**signed and stamped by a licensed surveyor**).
- 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 signage (keyed to the Sign Table) 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) noted.
- SIGN LOCATION PLAN** illustrating the location of property boundaries, and all building and ground signage locations keyed to the above Sign Table.

SIGN ALLOWANCES

Business identification signs are only allowed for uses allowed by right, Variance, or Special Permit

Zoning District	Type	Location	Number	Maximum Sign Face Area	Maximum Ground Sign Height
Residential (R -)	Wall or Ground	Street frontages 1st story or In front yard	1 per use	15 square feet (3 sf - office) (8 sf - bed & breakfast)	6 feet
Office (O -)	Wall or Ground	Street frontages 1st story or behind the front yard	1 per building	15 square feet	6 feet
Special Permit – All Districts	Wall, Ground	Street frontages	1 wall & 1 ground per business/tenant	40 square feet each (12 sf - trans parking)	30 feet (8 f - trans parking)

*The total area of allowed business signage in the zoning districts below is based on the **linear business / tenant space frontage (width) on the street (not the lot frontage)***

Central Business District (CBD -)	Wall, Ground, Projecting, Marquee	Street frontages <u>1st story only</u>	1 per <u>1st story</u> business/tenant per street	1 square foot per 1 linear foot	
Local Business (BA), Commercial (C -), Industrial (I -),	Wall, Ground, Projecting, Marquee	Street frontages	2 per business/tenant per street	1 square foot per 1 linear foot	30 feet max

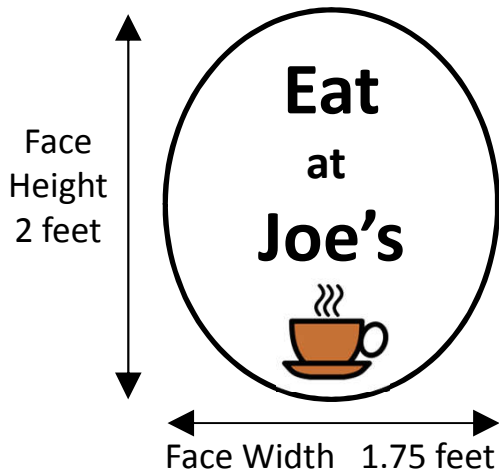
SIGN DESIGN PLANS

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
 3.5×2 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

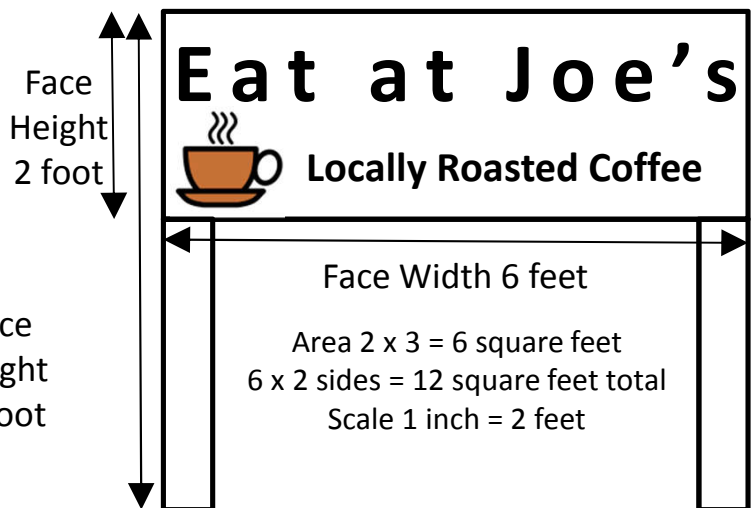
Wall (Awning) Sign Design



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

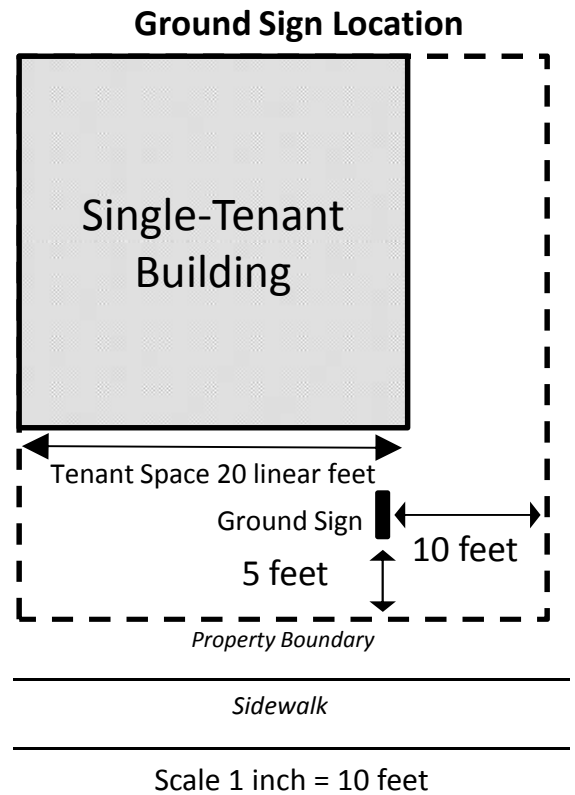
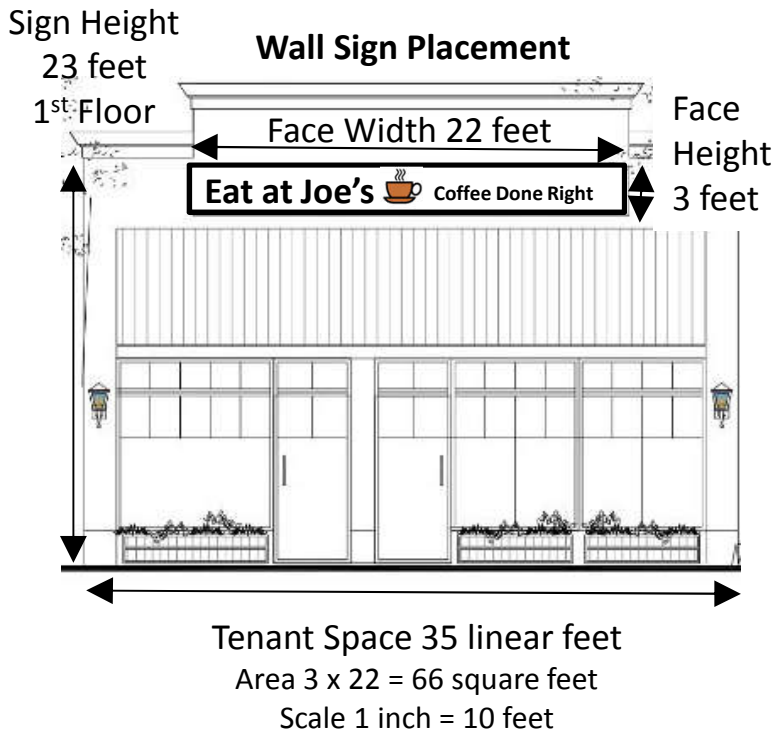
Sign Height 5 feet

Ground Sign Design

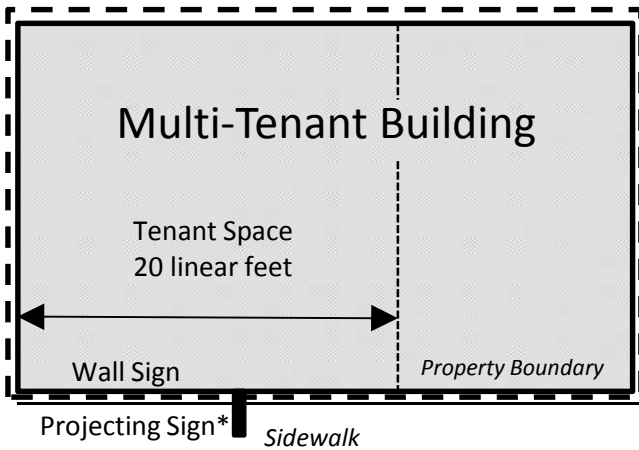


Area $2 \times 3 = 6$ square feet
 6×2 sides = 12 square feet total
Scale 1 inch = 2 feet

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.*