



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>

**Three Mile Limit Subdivision**  
**APPLICATION PROCEDURES**

Three Mile Limit Subdivision applications are reviewed by the City Planning Commission at a regularly scheduled meeting, which 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.net/Planning\\_Commission.aspx](http://www.syr.gov.net/Planning_Commission.aspx).

An application will not be considered complete or ready 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 the City Departments of Engineering and Finance, the County Health Department, the Onondaga County Planning Board, and the Syracuse-Onondaga Planning Agency Addressing Administration for review and comment and to assist with coordinating any requirements.

Applicants will be required to address any comments, often through the modification of the plans, which must be resubmitted to the Zoning Office. This review process can be iterative in nature and may require additional review time if the application is complex, or is involved with a companion application.

Once an application is complete and reviewed, they are placed on the next available City Planning Commission meeting agenda.

The zoning administrator will present the application, and the applicant or their representative do not need to attend the meeting. A decision will typically be rendered on the same day, but occasionally the decision will be delayed pending additional information and/or further consideration. Once a decision is made by the City Planning Commission, the final resolution / decision will be mailed to the applicant and their representative.

**Within 62 DAYS of approval, applicants are responsible for getting a FINAL THREE MILE LIMIT SUBDIVISION MAP SIGNED and FILED with the ONONDAGA COUNTY CLERK per the attached MAP FILING PROCEDURES.**

**MAPS ARE NOT FINAL UNTIL THEY ARE  
SIGNED (ENDORSED) AND FILED WITH THE ONONDAGA COUNTY CLERK.**

APPLICANTS PLEASE NOTE: Approval of your application by the City Planning Commission 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.

### Three Mile Limit Subdivision

#### **INSTRUCTIONS AND REQUIRED SUBMITTALS**

#### **Incomplete applications will not be processed.**

Applications together with the required submittals listed 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 13202-1426. 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(s) as instructed.**
- APPROVAL RESOLUTION** or **LETTER** from, or **SIGNED MAP** by, local governing municipality
- 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.
- SWPPP** - when required by NYSDEC regulations and if the proposed subdivision is tributary to a watershed within the City of Syracuse.
- APPLICATION FEE** – \$0.

Please submit **FIVE (5) FULL-SIZE AND TO-SCALE** paper maps for review purposes, and **ONE (1) REDUCED (11X17” or smaller)** paper map for copying, of the following:

- SUBDIVISION MAP (per the Syracuse-Onondaga County Guide 11-17-2011)**
  - No larger than 36”x 44”
  - Signature Blocks (County Health Department, Municipal, City Planning Commission, Engineering)
  - Tract name (cannot be Farm Lot or Military Lot)
  - Farm/Military Lot and/or Block Numbers
  - Municipality
  - Address (to be verified by Syracuse-Onondaga County Planning Agency Address Administration Certification)
  - Scale, Date, North arrow
  - Certificate of Licensed Land Surveyor: “We (or I) hereby certify that this is an accurate subdivision plat prepared by us (or me) on (date). This subdivision plat meets the current standards stated in the NYSAPLS Code of Practice for Land Surveys pertaining to All Boundary/Title Surveys. The subdivision boundary closure is (boundary closure precision). This map is not valid without the original seal of the surveyor.”
  - Each new lot will have a definite designation number or letter per the new map.
  - Each amended lot will have a definite designation per the new map to avoid confusion with the original lot designation as shown on a previous subdivision map (e.g. Lot 10 becomes Lot 10A).
  - Existing parcels or lots to be added to or subtracted from will have a definite designation per the new map depicting all necessary conveyances.
  - Each line or curve of all new or amended lots must clearly show all necessary geometry.
  - Shorelines will have a tie line with geometry for closure.
  - The map shall have absolutely no disclaimers preventing the use of said map as a legal descriptor for any new or amended lot or lots shown.
  - All amended maps or resubdivision maps must recite which existing map # they are amending & clearly describe which lots or areas are being amended & why.

**Three Mile Limit Subdivision  
MAP FILING PROCEDURES**

Within 62 days ( ) of City Planning Commission approval, the **APPLICANT** must get the **Three Mile Limit Subdivision Map SIGNED**, and then **FILE** it together with a **911 Address Certification Letter** with the **ONONDAGA COUNTY CLERK**, and then **REPORT** the **FILING DATE** and **NUMBER** to the Syracuse Zoning Office.

**OBTAIN PRINTED MAPS**

- ONE (1) FULL-SIZE and TO-SCALE Resubdivision/Lot Alteration FILING MAP printed in blank ink on linen, cloth-backed paper, or Mylar material.
- FIVE (5) FULL-SIZE and TO-SCALE Resubdivision/Lot Alteration PAPER MAPS.

**OBTAIN REQUIRED MAP SIGNATURES (ENDORSEMENTS)**

1. **Local Municipal Signature(s)**
2. **City Planning Commission / Syracuse Zoning Office (Zoning and 911 street and address requirements)– 315-448-8640**  
Syracuse Zoning Office, City Commons, 201 E Washington St, Room 500, Syracuse, NY 13202
  - Contact the Syracuse Zoning Office to make an appointment.
  - Bring the FILING MAP and one PAPER MAP to the appointment.
  - The FILING MAP will be signed and returned to you at the appointment.
  - The Zoning Office will provide a **911 ADDRESS CERTIFICATION LETTER** that MUST BE FILED WITH THE ONONDAGA COUNTY CLERK. Keep this letter in a safe location.
  - The Zoning Office will keep one PAPER MAP.
3. **Onondaga County Bureau of Public Health Engineering (sewer and water) – 315-435-6600**  
Onondaga County Health Department, John H. Mulroy Civic Center, 12th Floor, Syracuse, NY 13202
  - Contact the Onondaga County Division of Health to make an appointment.
  - Bring the FILING MAP and ONE COPY to the appointment.
  - The FILING MAP will be signed and returned to you at the appointment.
  - The Onondaga County Health Department will keep one PAPER MAP.

**Syracuse City Hall**

233 East Washington St, Syracuse, NY 13202

4. **Department of Engineering (bearings, utilities, easements, etc.) – 315-448-8424**  
Syracuse City Hall, 233 E Washington St, Room 401, Syracuse, NY 13202
  - Engineering receives the FILING MAP and signs it.
  - Engineering keeps one PAPER MAP.
  - **Engineering contacts applicant to make arrangements to pick up the FILING MAP.**

**FILE SUBDIVISION MAP**

1. **Onondaga County Clerk (subdivision filing) – 315-435-2226**  
Onondaga County Court House, 401 Montgomery St, Room 200, Syracuse, NY 13202
  - The signed **FILING MAP** together with the **911 ADDRESS CERTIFICATION LETTER** must be FILED with the ONONDAGA COUNTY CLERK (\$10.00 fee).
  - The Onondaga County Clerk will provide a FILING DATE and NUMBER.
2. **City Planning Commission 315-448-8640 / Zoning@syr.gov**  
Syracuse **Zoning Office**, City Commons, 201 E Washington St, Room 500, Syracuse, NY 13202
  - Call or email the Syracuse Zoning Office and provide the ONONDAGA COUNTY CLERK FILING DATE and NUMBER.