

City of Syracuse  
Office of Zoning Administration

**ANTENNA / TOWER / SATELLITE DISH  
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.)

	Type	Proposed or Upgraded	
<input type="checkbox"/>	Antenna:	_____	_____
<input type="checkbox"/>	Tower:	_____	_____
<input type="checkbox"/>	Satellite Dish:	_____	_____

<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 *Department of 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 DESCRIPTION** (Provide a brief description of the project, including and purpose or need, and justification.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANTENNA**

Proposed or Upgrading	Installation (building or tower)	Antenna Support Structure Construction (describe)	Total Number of Antennas	Total Antenna Structure Height (feet)	Building Installations	
					Base Antenna Height Above Grade (feet)	Maximum Antenna Height Above Roof Line (feet)

**TOWER**

Proposed or Upgrading	Number of Service Providers	Construction Type (monopole, lattice work, guyed support, etc.)	Maximum Tower Height (feet)	Minimum Distance to Property Boundary (feet)	Color	Lighting	Accessory Equipment / Enclosure / Pad / Building (type and square feet)

**SATELLITE DISH**

Proposed or Upgrading	Total Number on Property	Diameter (feet)	Location (ground / building / roof)	Distance to Street Line (feet)	Base Height Above Grade (feet)

**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>

**Antenna / Tower / Satellite Dish  
Application  
PROCEDURES**

Antenna / Tower / Satellite Dish applications are reviewed by the City Planning Commission and may require a public hearing. Meetings are scheduled 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](http://www.syr.gov.net/Planning_Commission.aspx).

An application will not be considered complete and ready to be heard by the City Planning Commission 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 and reviewed, the application will be placed on the next available City Planning Commission meeting agenda. If a public hearing is required, it must first be authorized at a regularly scheduled meeting by the City Planning Commission for the following regularly scheduled meeting. Following a 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](http://www.syr.gov.net/Planning_Commission.aspx).

The applicant or their representative must present the application to the City Planning Commission. A decision will typically be rendered on the same day, but occasionally the application will be held open until the next meeting pending additional information and/or further consideration.

PLEASE NOTE: Application approval does not relieve you or your representative 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 Central Permit Office in the Division of Code Enforcement.

**Antenna / Tower / Satellite Dish**

**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.
- PHOTOGRAPHS and SIMULATIONS (COLOR)** illustrating before and after photos of the proposed exact location of proposed antenna, tower, or satellite dish.
- APPLICATION FEE** – \$0.

Please submit **THREE 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 Department of Assessment property tax 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 PLANS, DRAWINGS, CALCULATIONS, and DOCUMENTATION** (**signed and sealed by a licensed engineer**, as necessary) including:
  1. existing conditions to remain
  2. proposed site changes
  3. existing and proposed structure locations
  4. antenna placement, design, dimensions, and support structure details
  5. tower design, height, materials, colors, lighting, and requirements
  6. distance to street and property lines / setbacks
  7. accessory equipment/components, pads, enclosures, and structures with dimensions
  8. fencing
  9. landscaping
  10. topography and topographic analyses
  11. radio area frequency coverage
  12. additional information as maybe determined by the City Planning Commission