

SYRACUSE  
LANDMARK  
PRESERVATION  
BOARD

**CERTIFICATE OF APPROPRIATENESS APPLICATION  
INSTRUCTIONS AND CHECK LIST**

**INSTRUCTIONS:** Please contact the Syracuse Landmark Preservation Board (SLPB) staff early in your project planning process to discuss application requirements and deadlines. Staff can be contacted by phone at 315-448-8108, or by email [SLPB@syr.gov.net](mailto:SLPB@syr.gov).

Submission deadlines: In order to properly process Certificate of Appropriateness applications for Syracuse Landmark Preservation Board review, complete applications must be submitted at least 10 days prior to the next regularly scheduled SLPB meeting.

Please submit your complete Certificate of Appropriateness application no later than this date: ↩	➔	If you would like to have your Certificate of Appropriateness considered at this SLPB meeting: ↩
<b>APPLICATION DEADLINE</b>		<b>SLPB MEETING DATE</b>
<i>No meeting January 2</i>		
January 6, 2020		January 16, 2020
January 27, 2020		February 6, 2020
February 10, 2020		February 20, 2020
February 24, 2020		March 5, 2020
March 9, 2020		March 19, 2020
March 23, 2020		April 2, 2020
April 6, 2020		April 16, 2020
April 27, 2020		May 7, 2020
May 11, 2020		May 21, 2020
May 26, 2020		June 4, 2020
June 8, 2020		June 18, 2020
<i>No meeting July 2</i>		
July 6, 2020		July 16, 2020
<i>No meeting August 6</i>		
August 10, 2020		August 20, 2020
August 24, 2020		September 3, 2020
September 8, 2020		September 17, 2020
September 21, 2020		October 1, 2020
October 5, 2020		October 15, 2020
October 26, 2020		November 5, 2020
November 9, 2020		November 19, 2020
November 23, 2020		December 3, 2020
December 7, 2020		December 17, 2020

Please submit your completed application by mail or in person to:

**Syracuse Landmark Preservation Board**

**Attention: Kate Auwaerter**

**City Hall Commons, Room 512**

**201 E. Washington Street**

**Syracuse, NY 13202**

Or via email: **SLPB@syr.gov.net**.

SLPB staff will notify the applicant when an application has been received and the date that the application is scheduled for review by the Board. The applicant or his/her representative is expected to appear before the SLPB to present the application in person. The applicant will receive notification by mail of any Board decisions regarding the application.

**APPLICATION CHECKLIST**

**APPLICATION FORM**

- Cover page: All applicants must complete the cover page of the application. Note: The property owner must also sign the application in order for the application to be considered.
- Application Parts 1 through 6: complete all sections that apply to the project.

In addition to the application, the following supplemental information is also required according to the type of project:

**EXTERIOR ELEVATION DRAWINGS** (for new construction/ alterations/new additions). These drawings must be drawn to scale, labeled with dimensions, and include material notes on the elevations. (For WINDOW REPLACEMENT PROJECTS, please see additional instructions below.)

**SITE PLANS** (for demolition; new construction of decks, patios, garages, etc; landscaping and other site work including installation of fences, retaining walls, walkways, etc.) Site plans must be drawn to scale and include the location of existing building in relation to the proposed work.

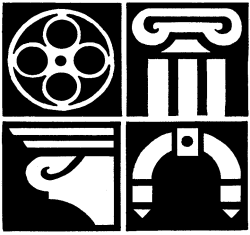
**BUILDING MATERIALS and COLOR LISTS:** Please include color catalogue cuts or manufacturer's reference materials for all new building materials (this includes new doors, windows, fences, roofing material, etc.) Please include manufacturer's color strips for all new paint colors. Elevation drawings must indicate materials, color, and location of each.

**COLOR PHOTOGRAPHS** of existing structure and of the project area. (For WINDOW REPLACEMENT PROJECTS, please see additional instructions below.)

**SPECIAL INSTRUCTIONS FOR WINDOW REPLACEMENT PROJECTS:** In addition to the above listed items, please complete the following:

**WINDOW SURVEY FORM**

**PHOTOGRAPHIC DOCUMENTATION** of every window proposed for replacement. The photographs should illustrate the conditions you seek to address. Each photograph must be numbered and keyed to an elevation drawing, indicating the location of the subject window(s).



**SYRACUSE  
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**Certificate of Appropriateness Application**

Case Number: \_\_\_\_\_

Submit by mail or by hand to:

Syracuse Landmark Preservation Board  
City Hall Commons, Room 512  
201 E. Washington Street  
Syracuse, NY 13202

Electronic submissions to: [SLPB@syr.gov](mailto:SLPB@syr.gov)

**APPLICATION**

I. Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

II. Work is proposed for property at (address): \_\_\_\_\_

This property is:

- individual Protected Site
- located within a Preservation District

III. This application is for the following (check as many as appropriate; complete only the parts indicated with each work item):

- Partial or complete demolition (Complete Part 1)
- Alteration to texture or material composition of building exterior (Complete Part 2)
- Alteration to texture or material composition of building interior (only if interior is designated a Protected Site; Complete Part 2)
- Change in color (Complete Part 3)
- Cleaning (Complete Part 3)
- Addition to existing building (Complete Part 4)
- New building construction (Complete Part 4)
- Alteration to site including excavation, change in land contours, installation of pavement for parking lots, driveways, or sidewalks (Complete Part 5)
- Deposit of refuse or waste material (Complete Part 5)
- Change in signage or advertising (Complete Part 6)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Submission of this application or approval of a Certificate of Appropriateness does not relieve the applicant of his/her responsibilities in obtaining other permits and/or approvals as prescribed by law. The Syracuse Landmark Preservation Board uses the United States Secretary of the Interior's Standards as guidelines for review of proposals. A copy of these standards is available at the SLPB office or online at <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>.*



**Alteration: Part 2**

**2-1** Please describe the nature of the work for which the Certificate of Appropriateness is being sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2-2** Is the history of existing materials and building components known?  
 Yes  
 No

**2-3** Does the alteration attempt to return the building to a known former appearance?  
 Yes  
 No  
 Unknown

**2-4** Does the proposal call for the covering or removal of existing materials or finishes? (i.e. installation of new siding).  
 No  
 Yes (please explain what will be covered or removed). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2-5** Materials to be removed or covered are:  
 Part of the original building  
 Part of a subsequent addition (please give date if known \_\_\_\_\_).  
 Not Known

**2-6** Can materials that are to be covered or removed be exposed or reattached in the future without damage?  
 Yes  
 No

**2-7** **Please submit the following: photos of the existing building and site of proposed work; site plan and elevation drawings of proposed alteration; materials list; and manufacturer’s cut sheets or other descriptive materials that illustrate the proposed alteration.**

**Cleaning/Painting: Part 3**

- 3-1 This application is for:
- Painting of building exterior
  - Cleaning of building exterior
  - Painting of building interior (only if interior is designated).
  - Cleaning of building interior (only if interior is designated).

3-2 The components to be painted and/or cleaned are made of: \_\_\_\_\_  
\_\_\_\_\_

3-3 The cleaning process that is being proposed is: \_\_\_\_\_  
\_\_\_\_\_

- 3-4 Do new colors match a previous color scheme?
- Yes
  - No

**Please submit color chips of proposed colors if proposed colors are different from existing scheme.**

**Additional/New Construction: Part 4**

- 4-1 This application is for:
- Addition to existing structure
  - Construction of new building

- 4-2 Is proposed addition or new construction in public view from neighboring streets?
- Yes
  - No

4-3 What is the purpose of the purposed addition or new building? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4-4 Describe how the new construction is compatible in scale, materials, and texture to the design of the existing structure and the character of surrounding buildings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4-5 **Submit a site plan, elevation drawings and a materials list for the new construction.**

**Alteration of Site: Part 5**

**5-1** This application is for:

- Deposit of refuse
- Alteration to site

**5-2** Describe the nature of the work for which the Certificate of Appropriateness is being sought: \_\_\_\_\_

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**5-3** Does the proposed alteration call for removal of site components such as plantings, trees, fencing, walkways, outbuildings, gates, and/or other elements?

- No
- Yes (Please explain)

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**5-4** How will the proposed alteration to the site change the character of the property? (e.g., parking in public view in front of structure). Please explain:

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**5-5** **Include photos, or drawings of the existing and the existing site and the locations of proposed site changes.**

**Signage: Part 6**

**6-1** The proposed signage is:

- Wall sign
- Projecting
- Sign on awning
- Window signage
- Other (Please explain) \_\_\_\_\_

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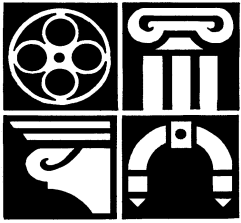
**6-2** Describe and illustrate the design of the proposed signage: \_\_\_\_\_

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**6-3** **Include a drawing of the sign and photos of the building façade showing the size of the sign and where the sign will be located.**

**6-4** **Describe and illustrate how the proposed signage will be attached to the building.**



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Certificate of Appropriateness Application

Case Number: \_\_\_\_\_

**WINDOW SURVEY FORM**

Required for all window replacement projects

**I.** Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**II.** Work is proposed for property at: \_\_\_\_\_  
\_\_\_\_\_

**III. Existing Window Description**

Year property was built \_\_\_\_\_

Are the windows original to the property?

- Yes  No. Approximate year of replacement? \_\_\_\_\_

Style(s) of existing windows:

Number of each style

- |  |       |
|--|-------|
| <input type="checkbox"/> Double-hung (bottom and top sash can open)        | _____ |
| <input type="checkbox"/> Single-hung (only one sash opens)                 | _____ |
| <input type="checkbox"/> Casement (sashes swing outward, hinges at sides)  | _____ |
| <input type="checkbox"/> Hopper (swings inward, hinge at the bottom)       | _____ |
| <input type="checkbox"/> Awning (swings outward, hinge at the top)         | _____ |
| <input type="checkbox"/> Pivot (rotates open on a center pivot)            | _____ |
| <input type="checkbox"/> Fixed (fixed glass into frame that does not open) | _____ |
| <input type="checkbox"/> Other: _____                                      | _____ |

Total number of windows in property \_\_\_\_\_

Total number of windows you wish to replace \_\_\_\_\_

Existing window material(s):

- Wood  Lead  
 Steel  Other \_\_\_\_\_

Does your property have storm windows?

- No  Yes. If yes, type (interior or exterior) and material: \_\_\_\_\_

**IV. Project Description**

Please describe the issues that you hope to address with the replacement of the windows:

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

**V. Documentation of Window Condition**

Please photograph every window proposed for replacement. The photographs should illustrate the conditions you seek to address. Each photograph should be numbered and keyed to a drawing (elevation) legend or image of the side of the property where the window is located.