

Syracuse Zoning Administration

Application for Resubdivision/Lot Alteration

City Hall Commons \* Room 101 \* 201 East Washington Street \* Syracuse, NY 13202-1426 \* 315-448-8640

For office use only: District: RB Filing Date: 10/8/19 Case #: R-19-72
Resubdivision Lot Alteration

SUBJECT PROPERTY ADDRESS(ES):

128 Gertrude Street, Syracuse, NY 13203

130 Gertrude Street, Syracuse, NY 13203

TAX MAP NUMBERS: (of each property involved)

Section: 018. Block: 08 Lot: 08.0 Section: Block: Lot:
Section: 018. Block: 08 Lot: 09.0 Section: Block: Lot:

PROPERTY OWNER(S): (If more than one owner, attach additional pages)

NAME: Greater Syracuse Property Development Corporation
MAILING ADDRESS: 431 E. Fayette Street, Ste. 375, Syracuse NY
ZIP: 13202 DAYTIME PHONE: 315-422-2302
HOME PHONE: E-MAIL: kwright@syracuselandbank.org

REPRESENTATIVE: Attorney or Other contact: NEHDA, Inc.
(Complete only if a representative is involved with this application)

NAME: Andrea Wandersee
MAILING ADDRESS: 101 Gertrude Street
ZIP: 13203 TELEPHONE: 315-425-1032 E-MAIL: nehda@nehda.org

CURRENT LAND USES ON ALL INVOLVED PROPERTIES:

128 Gertrude Street - is a single family residential
130 Gertrude Street - is a vacant parcel

CURRENT DESCRIPTION OF ALL STRUCTURES ON ALL INVOLVED PROPERTIES:

128 Gertrude Street - is a single family residential w/ 2,470 sq.ft. of living area

DESCRIBE THE REASON FOR YOUR REQUEST and YOUR OVERALL PROJECT IN DETAIL:

GSPDC mission is to put vacant properties back into productive use and believes this resub will benefit the neighborhood and surrounding properties.

IS THIS RESUBDIVISION/LOT ALTERATION PART OF A LARGER OVERALL PROJECT?
YES NO

\*NOTE: IF THE PROPOSED USE DOES NOT COMPLY WITH APPLICABLE ZONING LAWS
ADDITIONAL APPLICATIONS MAY BE NECESSARY.

**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 are correct.

I also understand that any false statements and/or attachments presented knowingly in connection with this application will be considered null and void.

*Katelyn Wright* 9/4/19  
Signature of CURRENT PROPERTY OWNER(s) (or owners' LEGAL representative) Date

Katelyn Wright - GSPDC

PLEASE PRINT NAME of person(s) whose signature is above. If legal representative, also state their relationship to owner(s). Use additional pages if necessary.

**REQUIRED SUBMITTALS**

- APPLICATION** – Must be **completely filled out** including tax map numbers, and current and proposed uses of property/properties and must be signed by the property owner(s) or legal representative(s).
- SHORT ENVIRONMENTAL FORM** – Must be completely filled out (side one only) and signed.
- MAPS – RESUBDIVISION/LOT ALTERATION MAPS –**
  - a. **7 COPIES** – Drawn by a licensed land surveyor on paper. If maps are larger than 11 x 17, then a reduced copy must also be submitted.
  - b. Must show existing and proposed lot lines along with addresses and new lot numbers (see attached example). Must also illustrate all existing and any proposed physical features on the property (i.e. driveways, walkways, retaining walls, fences, etc.)
  - c. Must also contain a location map for the subject property.
  - d. Please have your land surveyor contact the Onondaga County Health Department at 315-435-6600 prior to drawing your resubdivision/lot alteration map for map requirements.

**\*Please note that if referrals are necessary for this application, additional copies of all required materials will be requested.**

**FOR STAFF USE ONLY**

\*\*\*\*\*

**REFERRAL NEEDED**

- ONONDAGA COUNTY PLANNING BOARD
- SYRACUSE LANDMARK PRESERVATION BOARD (This project is located within \_\_\_\_\_ Historic District; is listed individually in the National Register of Historic Places; is Eligible for inclusion in the National Register of Historic Places; or is architecturally significant).
- OTHER CITY/COUNTY/STATE AGENCY OR DEPARTMENT(S) \_\_\_\_\_

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I also understand that any false statements and/or attachments presented knowingly in connection with this application will be considered null and void.

Afrah Alaswad  
Signature of CURRENT PROPERTY OWNER(s) (or owners' LEGAL representative)

9/17/19  
Date

Afrah Alaswad 128 Gertrude Street, Syracuse, New York 13203

**PLEASE PRINT NAME** of person(s) whose signature is above. If legal representative, also state their relationship to owner(s). Use additional pages if necessary.

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## INSTRUCTIONS FOR FILING A RESUBDIVISION / LOT ALTERATION MAP

### 1. Zoning Review

Any resubdivision or lot alteration map within the City of Syracuse must first be reviewed by the City Planning Commission or the Syracuse Zoning Administrator.

- Please see “Required Submittals” section of this application for details on what must be submitted with the application.
- Application and submittals must be filed at the Syracuse Zoning Office, 201 East Washington Street, Room 101.
- If Planning Commission approval is required, please refer to the schedule of Planning Commission application deadlines and meeting dates at [http://www.syracuse.ny.us/Planning\\_Commission.aspx](http://www.syracuse.ny.us/Planning_Commission.aspx).

### 2. Map Requirements

*Within 62 days* of zoning approval, the applicant must obtain original signatures of several government officials (see below) **on a Mylar or linen copy of the approved map.**

- The applicant’s land surveyor typically obtains the Mylar/linen map for the applicant

The applicant will then file the signed Mylar or linen map at the Onondaga County Clerk’s Office. The copy for filing must:

- Be printed in black ink on linen, cloth backed paper, or Mylar.
- Not be larger than thirty-four inches by forty-four inches in size.
- Be clear and legible for reproduction
- Show location of property by town or city, lot and/or block, name of tract or subdivision and include a North arrow.
- Have the certificate of licensed land surveyor must be annexed thereto:
  - Surveyor’s Certification: “We (or I) hereby certify that this subdivision plat was prepared by us (or me) and was made from an actual survey complete by us (or me) on (date)”.
  - Statement must be followed by the surveyor’s signature and license number.
- Have all signatures in black ink.

### 3. Signatures: The first two signatures on the Mylar or linen map can be done in any order:

#### A. Secretary of City Planning Commission

Syracuse Zoning Office, 201 East Washington Street, Room 101, 315-448-8640

- Contact the Office of Zoning Administration to ensure someone is available to sign the map.
- Submit 4 additional paper copies of the approved map to be retained by the Zoning Office.
- When the Office of Zoning Administration signs the map, they will also give the applicant original letter(s) from the Syracuse-Onondaga County Planning Agency (SOCPA) that must be filed with the final Mylar/linen map at the County Clerk’s Office.

#### B. Onondaga County Health Department (Division of Environmental Health)

Onondaga County Civic Center, Bureau of Public Health Engineering, 12<sup>th</sup> Floor, 315-435-6600

- Must meet requirements of Health Department for water supply and sewage disposal.
- In addition to their signature on a Mylar or linen copy, one paper copy of the map must be left with them.
- Contact the Health Department to ensure that someone will be available to sign the map.

Once the applicant obtains the above two signatures, the applicant brings the map to:

**C. City Assessor**

City Hall, Room 130, 315-448-8280

- Applicant leaves the Mylar/linen map (but not the SOCPA letter) with the Assessor's Office.
- The Assessor's Office will sign the map, and then forward it internally for two additional signatures:
  - **Department of Finance**
  - **Department of Engineering**
- The Department of Engineering will contact the applicant when the map has been signed and is available for pick up and filing.

**4. Map Filing at the Onondaga County Clerk's Office**

County Clerk, Room 200, Onondaga County Court House, 401 Montgomery Street, 315-435-2226

- The filing fee is \$10.00
- Original letter(s) from SOCPA must also be filed with the signed map.

**5. Applicant must notify the Zoning Office to report the filing date and map number.**

- Notification can be made by telephone, email, fax, or US mail
- The map is not legally recorded in the city's records until the Zoning Office has been notified of the filing date and map number.

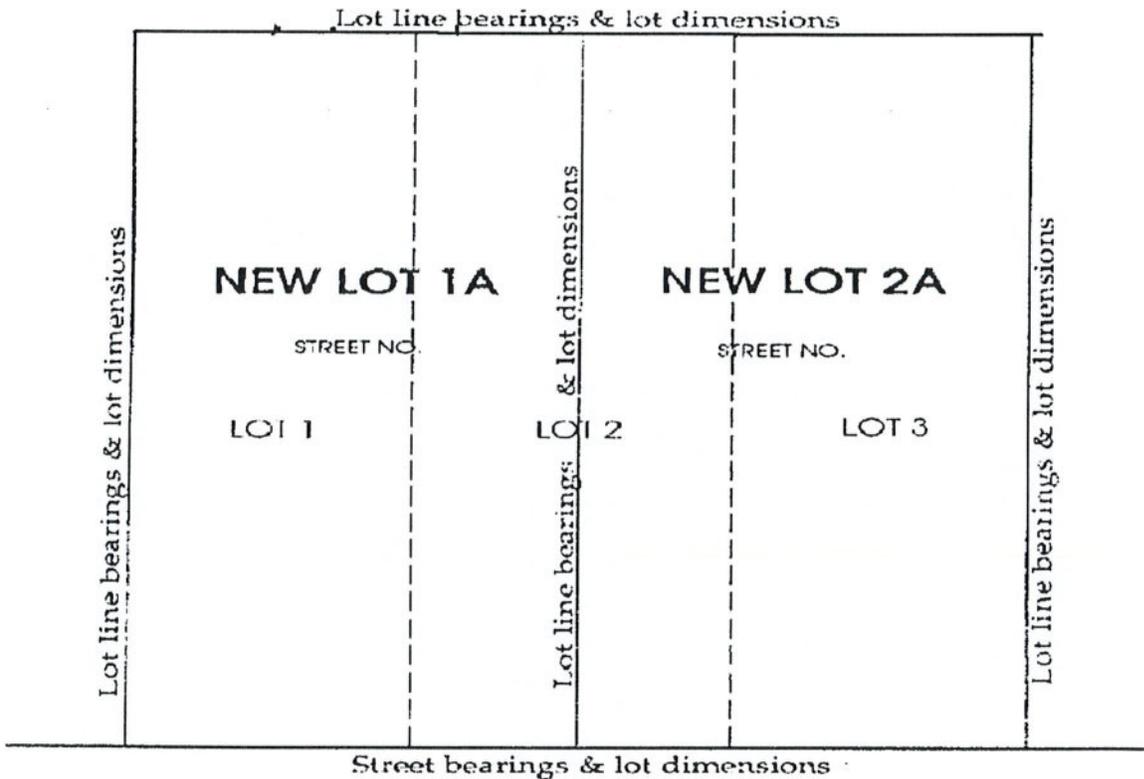
**NOTE TO APPLICANT**

Street Dedication: The filing of a subdivision map does not result in the dedication of any street appearing on such map. Common Council action is necessary either by adoption of an ordinance for dedication of a new street for street purposes or authorizing street improvements such as for sewers, paving, etc.

**05/2014**

# RESUBDIVISION MAP-PRESCRIBED FORM

EXAMPLE



## ALSO NEEDED:

- ✓ NORTH ARROW
- ✓ SURVEYOR'S SEAL
- ✓ SURVEYOR'S SIGNATURE
- ✓ A SITE LOCATION MAP

## EXAMPLE OF TITLE BLOCK

RESUBDIVISION OF LOTS 1,2,3  
BLOCK 101 IROQUOIS TRACT INTO  
NEW LOTS 1A & 2A  
CITY OF SYRACUSE, COUNTY OF ONONDAGA  
STATE OF NEW YORK. KNOWN AS 100-104  
ANY STREET  
DATE: SEPTEMBER 27, 1981  
SCALE: 1"= 20'

# Short Environmental Assessment Form

## Part 1 - Project Information

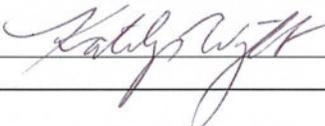
### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

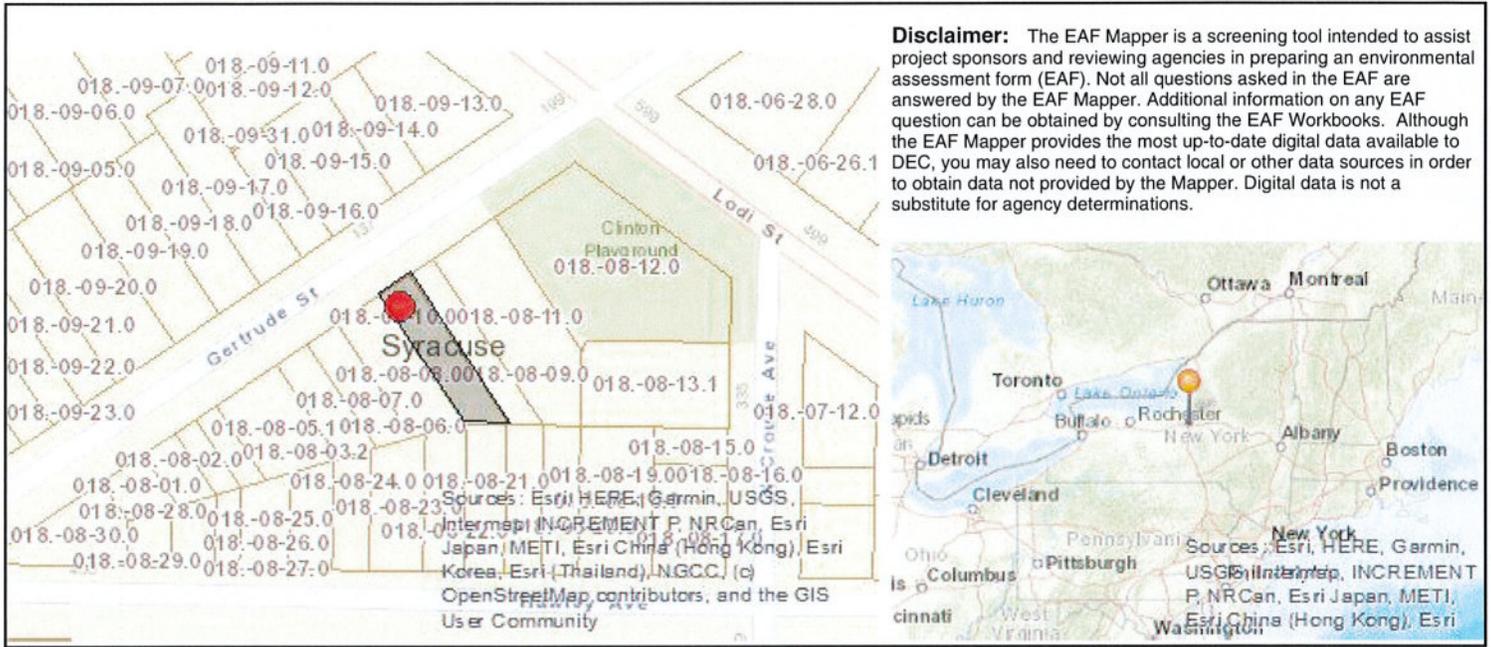
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Resubdivision of a vacant lot (130 Gertrude Street) with the adjacent single family home (128 Gertrude Street).			
Project Location (describe, and attach a location map): 130 and 128 Gertrude Street, Syracuse, New York 13203			
Brief Description of Proposed Action: Applicant intends to resubdivide the (combine) the vacant parcel at 130 Gertrude Street with their single family property at 128 Gertrude Street. The applicant would like to add more yard space to her property. This will help fulfill part of the Landbank's mission as well as generate taxes, increase the property value of the surrounding property and the entire neighborhood.			
Name of Applicant or Sponsor: Greater Syracuse Property Development Corporation		Telephone: 315-422-2302 E-Mail: kwright@syracuselandbank.org	
Address: 431 E. Fayette Street, Suite 375			
City/PO: Syracuse		State: New York	Zip Code: 13202
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 0.24092 acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 0.24092 acres			YES <input type="checkbox"/>
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: Resubdivision Only - N/A _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor/name: <u>Katelyn Wright, GSPDC</u> Date: <u>9/4/19</u>		
Signature: <u></u> Title: <u>Executive Director</u>		

9/4/2019 10:11 AM



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	Yes
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	No
Part 1 / Question 15 [Threatened or Endangered Animal]	No
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	Yes



NEHDA  
101 Gertrude Street  
Syracuse, NY 13203  
[www.nehda.org](http://www.nehda.org)  
315-425-1032

October 2, 2019

Office of Zoning Administration  
City Hall Commons, Room 101  
201 E. Washington Street  
Syracuse, NY 13202  
Attn: Jeff Harrop

Re: 128 & 130 Gertrude Street Resubdivision

Dear Jeff,

Enclosed please find the Greater Syracuse Land Bank's application for the resubdivision of 128 & 130 Gertrude Street in the City of Syracuse.

To support our application, please find the attached information:

- Application for Resubdivision/Lot Alteration
- Short EAF
- Resubdivision Map (7 copies)
- Aerial Map

I have also attached the 'Land Bank's Policy on Sales of Nonbuildable Lots Requiring Subdivision.' As an update, to the Policy, the Landbank currently has 229 buildable and 214 non-buildable residential lots in its inventory. Following is the additional context relative to the subdivision of 128 & 130 Gertrude Street.

130 Gertrude Street was acquired by the Land Bank in December of 2018. The two-family home at 130 Gertrude Street was recently demolished. The lot is non-buildable and measures 33' x 150'. No potential purchasers have come forward in that time with a proposal for new construction. Rather than leave the property vacant, the Land Bank would like to sell the lot to the owner of 128 Gertrude Street. The resubdivision will provide more defensible space and increase the property values. The homeowners will pay taxes on the land and will maintain the property. We believe this is in the best interest of the neighborhood and the City.

Please let me know if you require any additional information or documentation to facilitate your review of this request.

Sincerely,

Tysha Martin  
Program Director

Enclosures

10/2/19



NEHDA  
101 Gertrude Street  
Syracuse, NY 13203  
[www.nehda.org](http://www.nehda.org)  
315-425-1032

## MEMORANDUM

**To:** Syracuse Zoning Administration, City Hall Commons, Room 101, Syracuse, New York 13203

**From:** Northeast Hawley Development Association (NEHDA)

**Re:** Application for Resubdivision/Lot Alteration:  
Side lot at 130 Gertrude Street

**Date:** October 2, 2019

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Attached are the addresses and contact information for the Seller and Purchaser of the residential vacant lot; 130 Gertrude Street:

**Owner/Seller:**

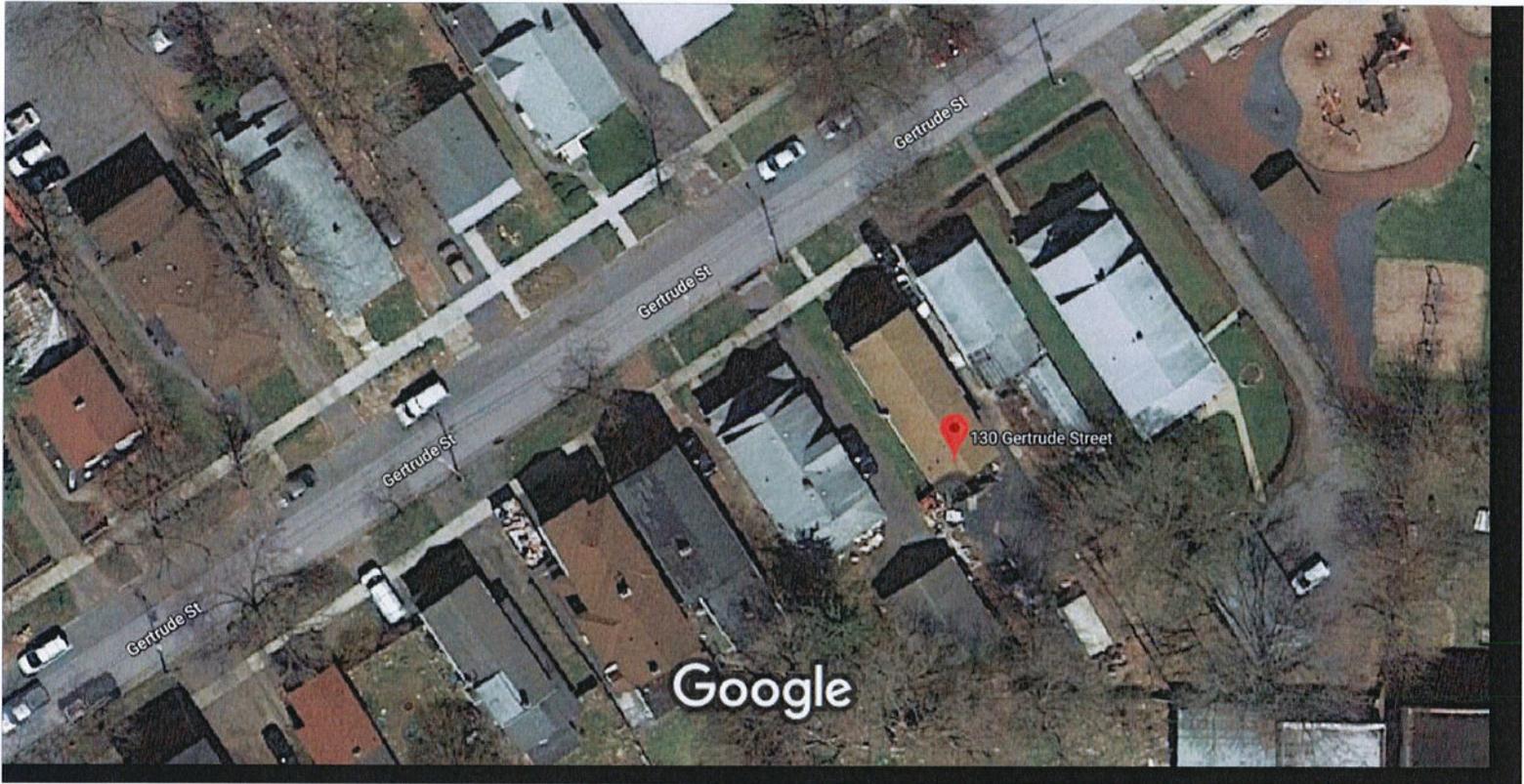
Greater Syracuse Property Development Corporation  
431 East Fayette Street, Suite 375  
Syracuse, New York 13202  
c/o: Katelyn Wright-GSPDC

**Purchasers:**

Mrs. Afrah Alaswad  
128 Gertrude Street  
Syracuse, New York 13203  
(315) 416-9732  
Samiafra62@yahoo.com

Enclosed with this submission are the signed applications, short environmental form, 7 copies of the resubdivision maps and aerial maps. Please do not hesitate to contact us with any questions or concerns.

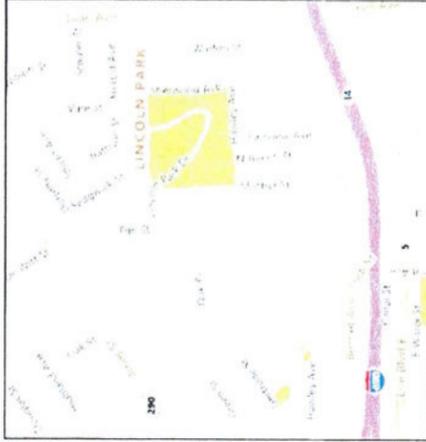
# Google Maps 130 Gertrude St



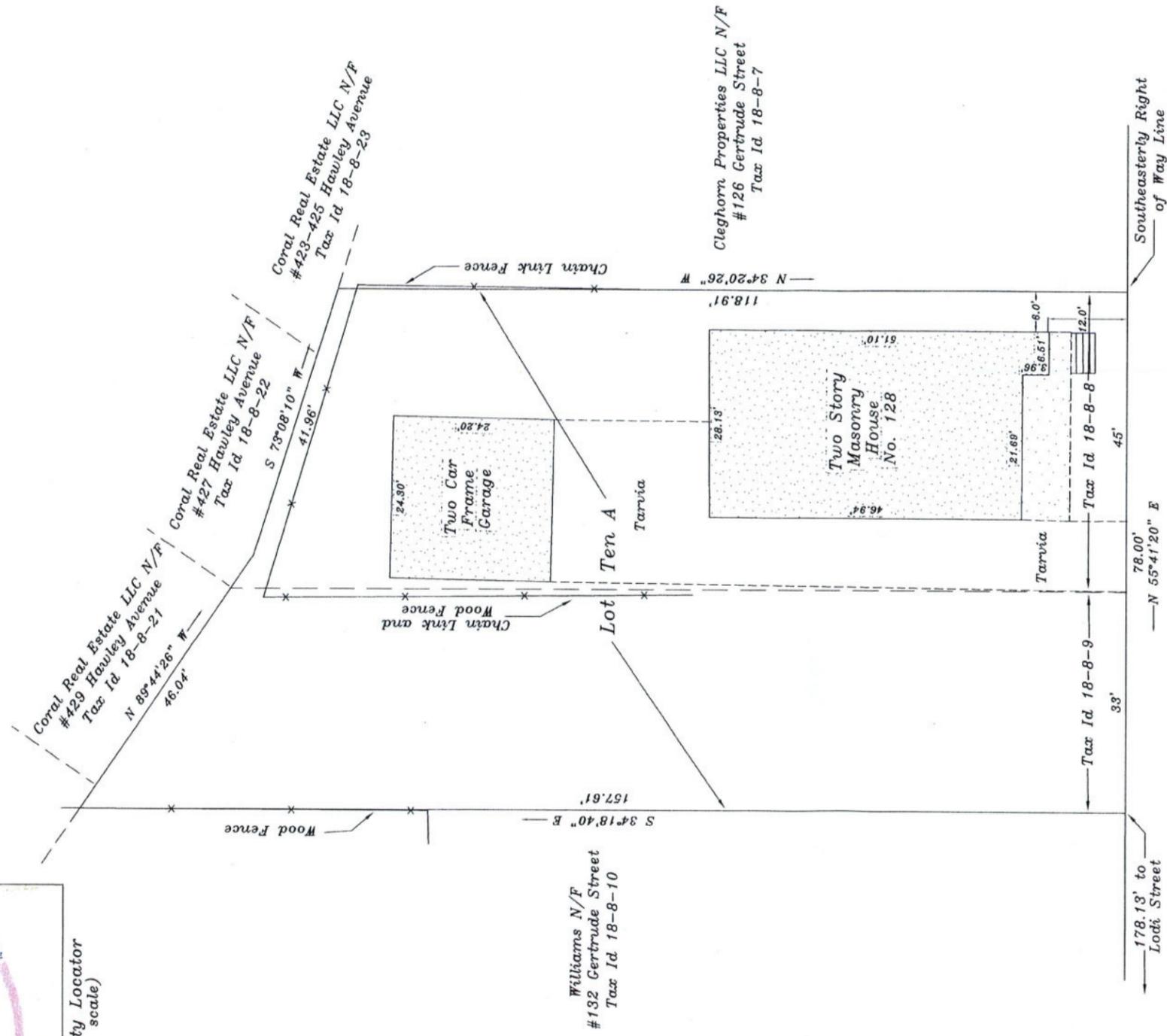
Map data ©2019, Map data ©2019 20 ft



## 130 Gertrude St



Site Vicinity Locator  
(not to scale)



# Gertrude Street

(Open - 66' Wide)

Approvals

Notes/References:

- \*Survey prepared without the benefit of an up-to-date abstract of title.
- \*Adjoiner information obtained using ImageMate Online.
- \*Buildings/Structures shown for informational purposes only.
- \*Subject parcel(s) has access to public utilities.
- \*New Lot Ten A Area = 10494.9 Sq.Ft.
- \*Parcel(s) Owner : Greater Syracuse Property Development Corporation and Afrah Alaswad.

\*Proposed Only\*

Abstract: Not Provided

**Michael J. McCully**  
Land Surveying PLLC

5875 Fieldstone Drive  
Cazenovia New York 13035  
Phone : (315) 440-5096

I hereby certify that this map was made from an actual survey and same is correct.

M. J. McCully NYSLLS 50696



Proposed Resubdivision on Part of Lots 7, 8 and 10, Block 167 of the Latham Tract. To be New Lot Ten A.

Known as No. 128 Gertrude Street, City of Syracuse, County of Onondaga, State of New York.

Drawn by: MJM Scale: 1" = 20'

Date(s): 08-31-19

Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of Section 7209, Subdivision 2 of the New York State Education Law. Only copies from the original of this survey marked with an original of the land surveyor's inked seal or his embossed seal shall be considered to be valid true copies. Certifications shall run only to the person or entities for whom the survey is prepared and are not transferable to subsequent persons or entities. Copyright 2019, Michael J. McCully Land Surveying, all rights reserved.