



CITY OF SYRACUSE – CERTIFICATE OF SUITABILITY

Please return this affidavit to:
Office of Zoning Administration
201 E. Washington Street, City Hall Commons
Syracuse, New York, 13202

Affidavit for Renewal

I, _____, being duly sworn, under penalty of perjury, depose and state:

According to the Real Property records of the County of Onondaga, I am the owner of the property located at _____, within
(street number and street)
the City of Syracuse, but it is not my residence. My home address is
_____ located within _____,
(street number and street) (city)
_____ within the county of _____.
(state) (postal code) (county)

I understand that this property, which is not my residence, is located in a Special Neighborhood District and thus requires a Certificate of Suitability pursuant to the City of Syracuse Zoning Ordinance.

My personal contact information is as follows:

Mailing address: _____
Email: _____
Phone Number: _____
Alternate Phone Number: _____

Please initial each of the following:

_____ I swear, under penalty of perjury, that I have previously applied for and obtained a Certificate of Suitability for the above-referenced property between 1992 and 2005.

_____ I swear, under penalty of perjury, that at the time the previous Certificate of Suitability was issued for this property, I was the owner of record according to the Real Property records kept by the County of Onondaga.

_____ I swear, under penalty of perjury, that title to the property has not been transferred since the Certificate of Suitability was issued.

_____ I swear, under penalty of perjury, that the floor plans and site plans of the property have not changed since the Certificate of Suitability was issued.

_____ I swear, under penalty of perjury, that should title to this property be transferred to another absentee owner, or the floor plan changed, or the site plan changed, or if a “material change” (as defined in Part C, Section VIII, Article 6 [B] [8] (a.) – (g.)) is made, then the previously issued Certificate of Suitability shall no longer be in effect and an application for a new Certificate of Suitability shall be submitted.

_____ I swear, under penalty of perjury, that the site and floor plans originally submitted and approved in connection with the previously issued Certificate of Suitability are the same plans that will be connected to the Certificate of Suitability issued with this renewal.

_____ I swear, under penalty of perjury, that I understand that a non-owner occupied residential property within the Special Neighborhood District shall not be rented without a valid Certificate of Suitability.

Furthermore, I state under oath that by signing below, all the aforementioned statements in this Affidavit are true, and I understand that according to New York State Law it is perjury to make false statements to a municipality.

PLEASE NOTE - New York State Penal Law §210.45: It is a Class A Misdemeanor for a person to knowingly offer a false instrument for filing, knowing that a written instrument contains a false statement or false information, and representing said instrument to a public office or public servant with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant.

Print Name: _____

Date: _____

Signature: _____

Subscribed and sworn to before me this

_____ day of _____, 20_____

Notary Public