

**REQUEST FOR LIMITED USE OF AN ABUTTING
STREET RIGHT OF WAY FOR FENCING, SCREENING, OR PARKING AREA**

This page to be filled in by the applicant

ATTENTION: Your request is for an improvement that is not an entitlement. Submitting this application is no guarantee that your request will be approved.

To make this request the following must be provided (one copy of each):

- A copy of the stamped survey map (**must be to scale**, not to be reduced) for the private property abutting the street right-of-way in question.
- A stamped or signed site plan drawn **to scale** showing specific location and distances from front of main building abutting right-of-way, front and side property lines, curbs, sidewalks, sidewalk widths, and driveways and improvement dimensions (lengths, widths, and heights). Also, for fencing, location of any gates and direction they will open. **The proposal can be drawn on a copy of the property survey as an alternative.**
- Drawings of any features of the improvement (fences, parking areas, landscaping, retaining walls, etc.).
- Fill in all of the blanks below.

Property Owner (print name) _____ Phone No: _____

Street Address _____
(address abutting the right-of-way where the improvement is being requested)

Mailing Address (if different): _____

Type of improvement requested: (fencing, screening, or parking area): _____

Describe the style of the improvement: (for example a **picket** fence): _____

List the horizontal and vertical dimensions of the improvement in feet and inches:

Why is this improvement being sought? What hardship do you have? _____

Is this improvement part of another project? yes ; no

SIGNATURE OF THE OWNER IS REQUIRED.

I (we) own the private property listed above: yes ; no *If no, do not use this form.*

Signature: _____ Date: _____

Printed name: _____

Office Use Only: AS 400 Property Number: _____

ACCEPTANCE OF PROPOSED IMPROVEMENT WITHIN THE CITY RIGHT-OF-WAY

*Applicable **Only** to Limited Fencing, Screening, and Parking Improvement.*

*For retaining walls see Department of Engineering**

This section to be filled in by the Office of the City Clerk.

PROPERTY ADDRESS: _____

Section/Block/Lot from AS 400: _____

DESCRIPTION OF IMPROVEMENT: _____

CONSIDERATIONS: The location intended for the proposed improvement as shown on the attached site plan has been reviewed and no significant objections have been raised. The site plan specifies the dimensions and placement of the improvement and relates to the survey, also attached, for the property which abuts the right-of-way.

REQUIRED APPROVALS:

1. ZONING ADMIN. *ONE of the three statements below MUST BE CHECKED:*

The improvement would be permitted by right if on the abutting private property and Zoning sees no reason to object to its installation.

*****OR*****

Zoning has determined that the improvement would *not* be permitted as a matter of right on the abutting private property, *but* the Zoning Administrator finds no adverse effect to be created from the improvement and would approve the improvement pursuant to the limited waiver powers applicable to the Zoning Administrator had the improvement been proposed on the private property not in the right of way.

*****OR*****

Denied

Zoning Administration _____ Date _____

2. ENGINEERING: The improvement will not impair or interfere with any utilities, monuments, or other land survey or geodetic considerations.

Approved: Dept. of Engineering, Mapping _____ Date _____

Denied (state reason): _____

3. DPW: The improvement will not disrupt or interfere with the functioning of or plans for the respective area within the street right-of-way.

Approved: Comm'r of Public Works _____ Date _____

Denied (state reason): _____

OPTIONAL APPROVALS: Need **ONLY** if box is checked by Zoning, DPW or Engineering.

1. **Code Enforcement:** _____ Date _____

2. **Water:** _____ Date _____

3. **Police (line of sight):** _____ Date _____

4. **Fire (line of sight):** _____ Date: _____

CONDITIONS AND LIMITATIONS:

None Yes (describe and initial by department): _____

DATE FILED: _____ **CITY CLERK:** _____

DIRECTIONS FOR USE OF THESE FORMS:

- 1) **The applicant must submit the completed page 1 of this form with all necessary attachments to the Office of the City Clerk in City Hall, 233 East Washington Street, Room 231, Syracuse, NY 13202.** The Office of the City Clerk will determine whether the form is complete, fill in the top section of the form, and request additional information if necessary.
- 2) The Office of the City Clerk will forward this form and its supporting materials to the Office of Zoning Administration.
- 3) If approved, the Office of Zoning Administration will forward the form to the Department of Engineering.
- 4) If approved, Engineering will forward the form to the Department of Public Works (“DPW”).
- 5) If approved, DPW will forward the form to any other department that has been checked as a necessary approval, if any. If no other department has been checked as a necessary approval, DPW will return the form with all required signatures to the City Clerk’s Office.
- 6) The City Clerk’s Office will contact the applicant when it receives the form with all required signatures.
- 7) The owner of the property must then do the following:
 - a. go to the Office of the City Clerk at City Hall; and
 - b. sign the applicable waiver form at the City Clerk’s Office; and
 - c. obtain a copy of the filed Acceptance form stamped by the City Clerk.

The original form with all attachments and all required signatures must be submitted to the City Clerk.

- 8) The City Clerk will send a copy of the stamped Acceptance form (page 2 of this form) to all departments that have signed off on the form.
- 9) After the waiver and Acceptance form have been filed with the City Clerk, the applicant may obtain the building permit from the Division of Code Enforcement permit desk located on the first floor at 201 East Washington Street. **A copy of this signed Acceptance form and attachments along with the proof of filing of the waiver form with the City Clerk must be presented to the Division of Code Enforcement in order to process the building permit.**
- 10) **The proposed improvement is subject to the applicable building code requirements; it is not exempted from those requirements by any of the Zoning, Engineering, or Public Works signatures.**

** Improvements sought by private parties in the City rights-of-way that are not of the limited types covered by this form must be initiated by discussion with the City Law Department to determine if, with appropriate acquisition of rights such improvements could be pursued.*