

City of Syracuse Zoning Administration

Application for **PROJECT SITE REVIEW** **SITE PLAN REVIEW-LAKEFRONT DISTRICT**

City Hall Commons * Room 211 * 201 E. Washington Street * Syracuse, NY 13202-1426 * 315-448-8640

For Office Use: Filing Date: **Case Number:** **Zoning District:**

LIST ALL PROPERTIES INVOLVED IN YOUR PROJECT:

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TAX MAP SECTION, BLOCK, and LOT information from Assessment Department (call 448-8280)

Section: <input type="text"/>	Block: <input type="text"/>	Lot: <input type="text"/>
Section: <input type="text"/>	Block: <input type="text"/>	Lot: <input type="text"/>
Section: <input type="text"/>	Block: <input type="text"/>	Lot: <input type="text"/>

PROJECT INFORMATION:

Existing Use

Proposed Use

<input type="checkbox"/> New Construction	_____	_____
<input type="checkbox"/> New Addition	_____	_____
<input type="checkbox"/> Exterior Alteration	_____	_____
<input type="checkbox"/> Demolition	_____	_____

PLEASE DESCRIBE ALL ASPECTS OF YOUR PROJECT IN DETAIL:

OWNER INFORMATION:

Name(s):

Mailing Address:

Zip: Daytime phone: Home phone:

E-mail:

APPLICANT INFORMATION:

(Copy of contract to purchase must be included with application)

Contract Purchaser(s) Tenant Co-Applicant Other (please state):

Name(s):

Mailing Address:

Zip: Home phone: Day Phone:

E-mail:

REPRESENTATIVE INFORMATION:

(Only if involved in this application)

Attorney Architect Contractor Other

Name(s):

Mailing Address:

Zip: Telephone: E-mail:

SIGNAGE INFORMATION:

Size and location of all **existing AND proposed** signage (use additional sheet if necessary)

A sign plan is required, see attachment.

(Wall, Ground, Projecting, Window)

Size	<input type="text"/>	Location	<input type="text"/>	Type	<input type="text"/>
Size	<input type="text"/>	Location	<input type="text"/>	Type	<input type="text"/>
Size	<input type="text"/>	Location	<input type="text"/>	Type	<input type="text"/>

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.

Signature of CURRENT PROPERTY OWNER (or owner's LEGAL representative)

Date

PRINT NAME OF PROPERTY OWNER

***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) _____

Required Submittals

(Before an application can be considered complete, the following **must** be provided:)

A title block with author, date, scale, and address of subject property must be on ALL plans listed below including property surveys. If original plans are larger than 11x17 then a reduced copy must also be submitted with application.

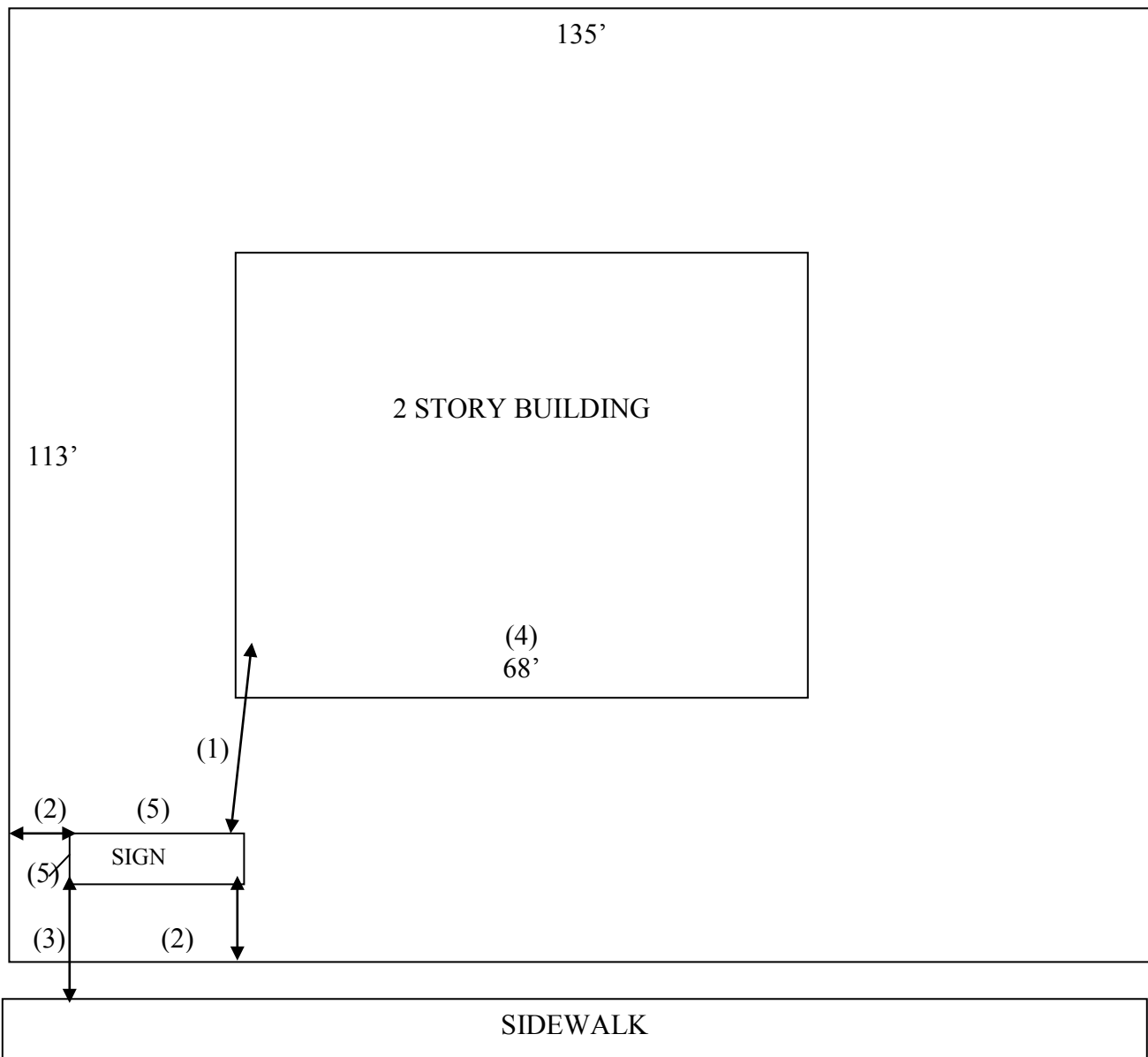
When submitting the necessary plans listed below, the applicant must show with graphic representation, all information, drawn to scale and in a manner that can be correctly interpreted to any person viewing the case file without additional staff explanation.

- APPLICATION** (completed, dated, and signed by **property owner**)
- PROPERTY SURVEY(s)** of all properties involved in the project (Drawn to scale and signed by a licensed surveyor) **We can not accept a survey that has been reduced, faxed or scanned.**
- SITE PLAN** (Drawn to scale)
 - a) Location of existing or proposed building
 - b) Location and dimensioned parking areas including type of parking surface, curb cuts and all driveways
 - c) Location and dimensioned areas of landscaping indicating type, height, and number of plantings
 - d) Location of dumpsters and/or trash receptacles indicating type of screening to be installed
 - e) Proposed overall site screening and landscaping
 - f) Location, type, and height of fencing
 - g) Location of lighting, including height of structures, and wattage of luminaries
 - h) Location of loading dock/areas
 - i) Location and dimensioned areas to be used by delivery vehicles
 - j) Location of all ground signage
- FLOOR PLANS (needed for New Construction and Additions)** Plans do not have to be drawn by a licensed architect, but must be drawn to scale and labeled with dimensions. If any floor plans are not drawn to scale with dimensions they **WILL NOT** be accepted.
- STATE ENVIRONMENTAL QUALITY REVIEW ACT ASSESSMENT FORM –Part One** filled out completely and signed by Applicant or Owner.
- EXTERIOR ELEVATIONS** -Must be drawn to scale, labeled with dimensions, and include material notes on the elevations). **Schematic, photo shop, or color renderings will NOT be accepted.**
 - a) Exterior Elevations with all dimensions clearly indicated for all exterior elements
 - b) Building materials and colors. Please include THREE sets of color catalogue cuts or manufacturer’s reference that can be photocopied (**not life size samples or real materials**). Elevation drawings must indicate materials, color, and location of each.
- SPECIFICATIONS** (include specs for awnings, windows, doors, etc.)
- PHOTOGRAPHS (COLOR 35mm or digital)** of **existing structure or project site** (these should be keyed to elevations and/or floor plans or site plan/survey)
- PHOTOGRAPHS (COLOR 35mm or digital)** of **existing streetscape** including properties adjacent to, and across the street from, project site (**labeled with addresses**).
- MAP** (keyed to streetscape photographs)

□ **EXTERIOR SIGNAGE DRAWINGS** (Photos may be used to show existing locations)

- a) Type (ground/wall/window/projecting)
- b) Size (exact dimensions including height from grade to top of sign example)
- c) Location(s) – (see attached sign plan sample)
 - i. Exact placement must be included for ground signs – measurements from structure to sign location and distance from sign to property line. (not sidewalk)
 - ii. For wall signs, the distance from the top of sign to roofline, from ground to bottom of sign and measurement from side of building to the side of the sign– see attached

**EXAMPLE OF
GROUND SIGN PLAN**

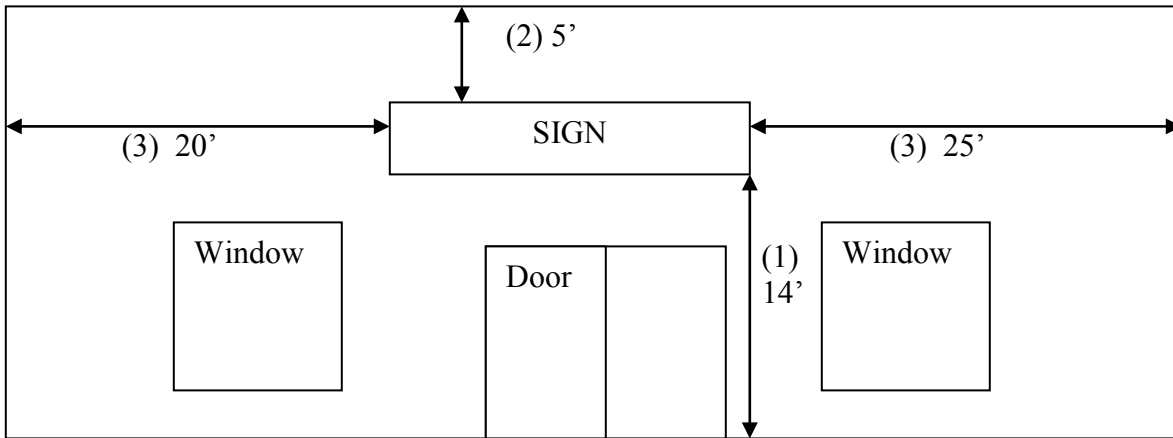


MEASUREMENTS (Scale: 1" = 20')

- 1) Measurement from building to sign
- 2) Measurements from sign to property line(s)
- 3) Measurement from sign to sidewalk
- 4) Building
- 5) Sign dimensions (length x depth)

**EXAMPLE OF
WALL OR PROJECTING SIGN
LOCATION PLAN**

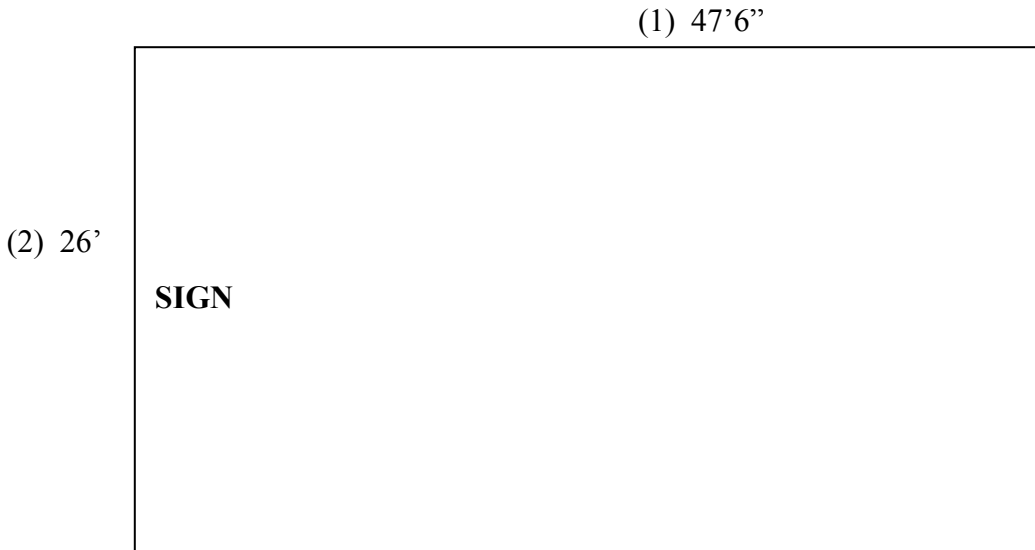
(4) 61'



MEASUREMENTS (Scale: 1" = 10')

- 1) Distance from ground to bottom of sign
- 2) Distance from top of sign to roof line or second floor
- 3) Distance from side(s) of sign to side(s) of building
- 4) Width of Building (or space which applicant occupies)

**EXAMPLE OF
WALL OR PROJECTING
SIGN PLAN**



(3) AREA: 1235 SQ. FEET

MEASUREMENTS (SCALE: 1" = 10')

- 1) Width:
- 2) Height:
- 3) Total Area: (Double this number for a for 2 sided ground or projecting sign):

07/2011