

**City of Syracuse Zoning Administration**

**Application for SCREENING DEVICE WAIVER**

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

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

**PLEASE DESCRIBE ALL ASPECTS OF YOUR PROJECT IN DETAIL:**


**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:**  **Block:**  **Lot:**

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**OWNER INFORMATION:**

**Name(s):**

**Mailing Address:**

**Zip:**  **Daytime phone:**  **Home phone:**

**E-mail:**

**REPRESENTATIVE INFORMATION:**

**(Only if involved in this application)**

Fence Company  Architect  Contractor  Other

**Name(s):**

**Mailing Address:**

**Zip:**  **Telephone:**  **E-mail:**

**DESCRIPTION OF SCREENING DEVICE:**

**FENCE:** HEIGHT  LENGTH/RUN

- Picket (ratio between space and fence material is at least 50:50, or equivalent)
- Stockade
- Chain link
- Metal
- Board on Board
- Other

RETAINING WALL: HEIGHT:  DEPTH:   
 Stone  
 Brick  
 Concrete masonry unit

OTHER

**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 Date  
(or owner's LEGAL representative)

**PRINT NAME OF PROPERTY OWNER**

## REQUIRED SUBMITTALS

- SURVEY:** A property survey drawn by a licensed surveyor must be submitted (Reduced or faxed copies will not be accepted.)

**Note:** Your front property line (street line/right-of-way line) has no correlation with the location of the sidewalk, curb, or edge of street pavement.

- SITE PLAN SHOWING PROPOSAL:** (See example sheets attached)
- Measurement from dwelling/building to property line (as indicated on survey)
  - Measurement from dwelling/building to desired location of screening device. (Must be located on applicant's property or an Encroachment will be necessary)
  - Measurement from location of screening to sidewalk
  - Width of sidewalk
  - Distance between sidewalk and curb/street line
  - Location and width of any gates and or openings in fencing.
  - Length/height/type of fence (i.e., 25 feet of 4 foot high chain link fencing)

- JUSTIFICATION LETTER:**

- On a separate sheet of paper, describe in detail why the waiver is necessary and attach supporting documentation for your request. The letter must state the compelling reason(s) for the requested waiver(s). Justification must include the practical difficulties which would occur without the waiver, and that reasonable alternatives do not exist. Neighborhood nuisance issues that can be handled by the Department of Code Enforcement or the Police Department are not appropriate for a screening device waiver request. **If no letter is included, the application will be automatically rejected and returned.**

The Zoning Administrator may notify all adjacent property owners of the proposal if necessary and solicit comments in writing or at a scheduled meeting

The Zoning Administrator and/or Code enforcement will conduct a site visit.

The Zoning Administrator will render a decision, copies of which will be mailed to the applicant and the Division of Code Enforcement. If the request is approved, a permit must be obtained from the Permit Office prior to construction or installation.

Request should be sent to the Office of Zoning Administration, City Hall Commons, 201 East Washington Street, Room 211, - Syracuse, NY 13202-1426.

**Any incomplete request will be returned causing a delay in your request.**

If you have any questions regarding your request contact the Zoning Office at 448-8640.

Revised July 8, 2009

**EXAMPLE OF SITE PLAN**  
(May be drawn on copy of survey)

