

*This application form is not to be used for Off-Premises Advertising Signs*

City Hall Commons – Room 101 – 201 East Washington Street, Syracuse, N.Y. 13202-1426

Telephone 315-448-8640

For Office Use Only: Application Number: AS- \_\_\_\_ - \_\_\_\_  
 Filing Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**PLEASE PRINT OR TYPE INFORMATION**

SUBJECT PROPERTY ADDRESS: \_\_\_\_\_

**OWNER AND CONTACT INFORMATION:**

**Owner:** (Current Owner of the Property)

Name(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Zip: \_\_\_\_\_ Daytime phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

E-mail (alternate contact for additional information request): \_\_\_\_\_

**Applicant:** (if different than the property owner)

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip: \_\_\_\_\_ Home phone: \_\_\_\_\_ Day phone: \_\_\_\_\_

E-mail (alternate contact for additional information request): \_\_\_\_\_

**Representative:** Attorney  Architect  Contractor  Other  \_\_\_\_\_

(Only if involved with this application)

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip: \_\_\_\_\_ Telephone number: \_\_\_\_\_

**Street Frontage:** (width of building space directly facing the street which the tenant occupies) \_\_\_\_\_

**SIGN INFORMATION: (For each proposed and existing sign, but NOT for signs to be removed)**

	New (√)	Existing (√)	Type (wall, ground, projecting, other)	Height*	Dimensions*	Setback*	Type of Illumination*
1							
2							
3							
4							
5							
6							

**\* Height is measured to the top of the sign above the ground; Dimensions include the horizontal and vertical measurements of the sign itself; Setback is the distance from the front (street) property line, not the sidewalk; Type of Illumination includes internal lighting, lighting from exterior bulbs, or none. If more than six signs are involved, list the additional signs using the same table format as above on an additional page.**

**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**

**Printed or typed name of person whose signature is above** (if LEGAL representative, also state the relationship to the owner).

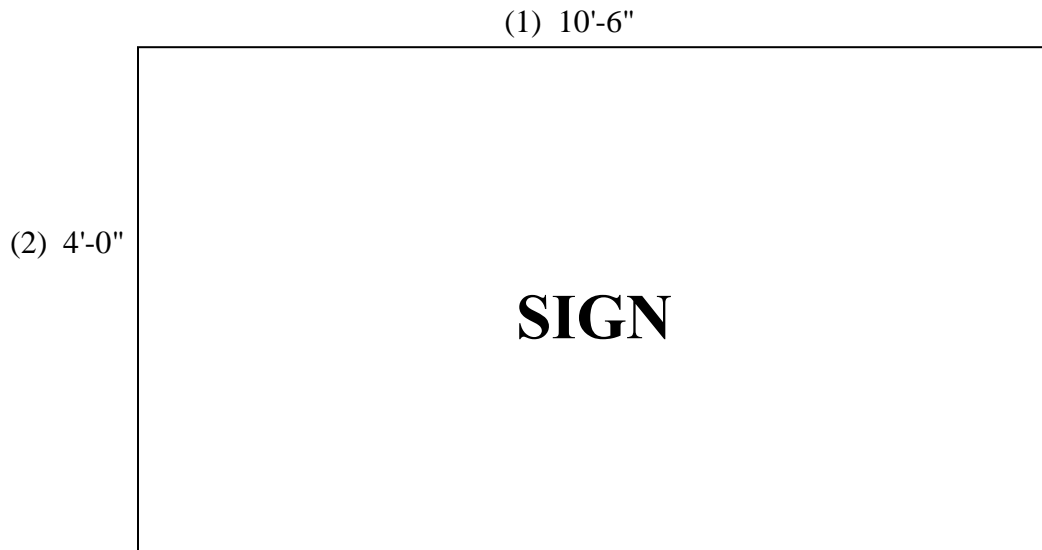
## REQUIRED SUBMITTAL SHEET

**NOTE: BEFORE YOUR APPLICATION CAN BE CONSIDERED, THE FOLLOWING ITEMS MUST BE SUBMITTED. IF ITEMS ARE MISSING YOUR APPLICATION WILL BE RETURNED.**

- APPLICATION** – Completely filled out and signed by property owner.
  
- PROPERTY SURVEY** - ALL APPLICATIONS REQUIRE A PROPERTY SURVEY – a full size survey drawn by a licensed land surveyor. A reduced, faxed, or scanned copy will NOT be accepted.
  
- SITE PLAN** – Plan must be drawn to scale and labeled with dimensions.
  - Ground Sign - Showing exact location of any ground sign. Must include a measurement from a structure indicated on the survey to the sign, from the sign edges to the property line(s), and from the sign edge to the sidewalk. (see attached example)
  - Wall/Projecting Sign – Showing exact placement of the signage. (see attached example)
  - Measurement from the ground to the bottom of the signage.
  - Measurement from the roof line (or second floor of building) to the top of the signage.
  - Measurement from the side(s) of the building to the edges of the signage.
  
- ELEVATION DRAWINGS AND PHOTOS** showing size, colors, and copy of proposed signage (elevations must be drawn to scale). Make sure that dimensions are shown on the plan. **(Label the plan to correspond with the signage information paragraphs as indicated on the application, i.e. A-F).**
  - \* To facilitate review of the application, it is recommended that the applicant submit photos showing where the signage will be located. Photos should be taken at a distance to show the relationship of the building to the signage.
  
- JUSTIFICATION LETTER** – Letter stating 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. **If no letter is included, the application will be automatically rejected and returned.**
  
- Please see Part C, Section VI of the Zoning Rules and Regulations for the applicable sign regulations.
  
- FILING FEE** - \$50 to be made payable by check or money order to the Commissioner of Finance.

**05/2014**

## EXAMPLE OF A SIGN PLAN



AREA: 42.0 SQ. FT.

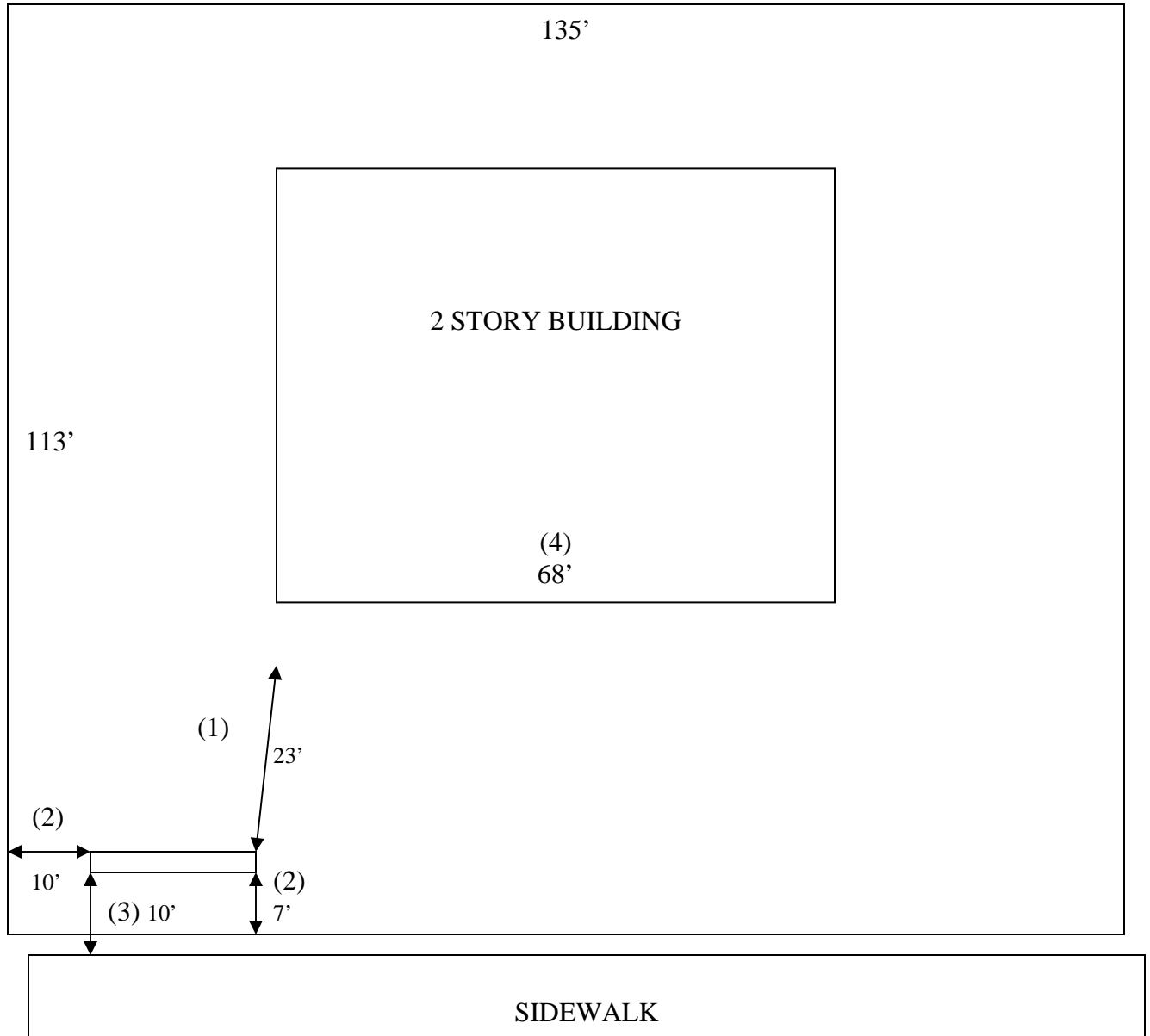
### MEASUREMENTS

1. Width:
2. Height:
3. Total Area: (x2 for 2 sided signs):

**SCALE: 1" = 10"**

**DATE: mm/dd/yy**

**EXAMPLE OF GROUND SIGNAGE  
SITE PLAN**



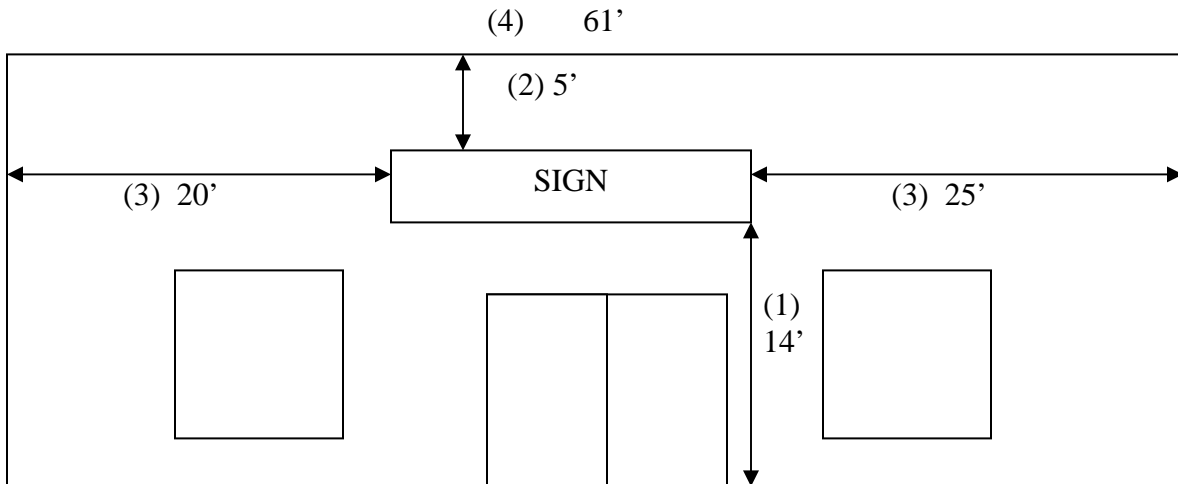
**MEASUREMENTS**

1. Measurement from building to closest edge of sign
2. Measurements from sign edges to property line(s)
3. Measurement from sign edge to sidewalk
4. Building Frontage

**Scale: 1" = 20'**

**Date: mm/dd/yy**

**EXAMPLE OF WALL/PROJECTING SIGNAGE  
SITE PLAN**



**MEASUREMENTS**

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)

**SCALE: 1" = 10'**

**DATE: mm/dd/yy**