



*SYRACUSE
LANDMARK
PRESERVATION
BOARD*

Certificate of Appropriateness Application

Complete only those sections of the applications which apply.

SEQR (State Environmental Quality Review) Assessment Form

All applications must include the appropriate SEQR:

Full SEQR – This must be completed by properties located within the Berkeley Park Historic District and any site listed on the State or National Register. Since the applicant is required to complete pages 2 through 10, only these pages have been included. Note that many of the information requested on the Full SEQR may not be relevant to your application; for those questions that do not seem applicable, please enter “N/A”.

Short SEQR - Sedgwick/Highland/James District and Local Protected Sites. Applicant to complete page 1 only.

Other items to be submitted with a Certificate of Appropriateness application:

1. property survey (photocopy is acceptable)
2. photograph of building/house from the street
3. photos showing specific site location(s) of intended project
4. for exterior painting - sample color chips
5. project plans – drawings, sketches, elevations, etc.
6. for roofing replacement – shingle sample
7. for windows, lights, doors, fences, etc.- a catalog cut (photo or other illustration) of intended material(s)
8. materials list
9. any other information/material pertinent to the project

Board meetings are the first and third Thursday of every month, 8:30 AM, Common Council Chambers

In order to be assured of being included on the agenda for a particular meeting, a C of A application should be received by this office on the Monday of the week prior to the meeting.