



*SYRACUSE
LANDMARK
PRESERVATION
BOARD*

Certificate of Appropriateness Application

Case Number: _____

Submit to:
Syracuse Landmark Preservation Board
City Hall, Room 312
233 E. Washington Street
Syracuse, NY 13202

APPLICANT

I. Applicant's Name: _____
Address: _____

Phone: _____

II. Work is proposed for property at: _____

Which has been designated as a Protected Site:

- Exterior only
- Interior only
- Exterior and interior
- Or is located within a Preservation District

III. This application is for the following (check as many as appropriate; complete only the parts indicated with each work item). **SEDGWICK & LOCAL PROTECTED SITE APPLICANTS MUST COMPLETE A STATE ENVIRONMENTAL ASSESSMENT STUDY SHORT FORM (SEQR). APPLICATIONS FOR BERKELEY PARK & SITES LISTED ON THE NATIONAL REGISTER MUST COMPLETE THE FULL SEQR.**

- Partial or complete demolition (Complete part 1)
- Alteration to texture or material composition of building exterior (Complete part 2)
- Alteration to texture of material composition building interior (only if interior is designated a Protected Site; Complete part 2).
- A change in color (Complete part 3).
- Cleaning (Complete part 3).
- Addition to existing building (Complete part 4).
- New building construction (Complete part 4).
- Alteration to site including excavation, change in land contours, installation of pavement for parking lots, driveways, or sidewalks (Complete part 5).
- Deposit of refuse or waste material (Complete part 5).
- Change in signage or advertising (Complete part 6).

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

**Submission of this application or approval of a Certificate of Appropriateness does not relieve the applicant of his/her responsibilities in obtaining other permits and/or approvals as prescribed by law.*

Demolition: Part 1

1-1 Has an order for demolition of the structure been issued by the Division of Code Enforcement, Chief of Fire, or another agency of the City of Syracuse?

- No
- Yes

Please indicate the date when order was issued: _____

Please indicate the issuing department or agency: _____

1-2 Certificate of Appropriateness is being sought for:

- Complete demolition
- Partial Demolition – Enclose site plan showing portions to be removed and photographs of existing structure.

1-3 Why is the demolition necessary? _____

1-4 List any other factors or information that you feel should be considered by the Syracuse Landmark Preservation Board: _____

Alteration: Part 2

- 2-1** Please describe the nature of the work for which the Certificate of Appropriateness is being sought: _____

- 2-2** Is the history of existing materials and building components known?
 Yes
 No
- 2-3** Does the alteration attempt to return the building to a known former appearance?
 Yes
 No
 Unknown
- 2-4** Does the proposal call for the covering or removal of existing materials or finishes? (i.e. installation of new siding).
 No
 Yes (please explain what will be covered or removed).

- 2-5** Materials to be removed or covered are:
 Part of the original building
 Part of a subsequent addition (please give date if known_____).
 Not Known
- 2-6** Can materials that are to be covered or removed be exposed or reattached in the future without damage?
 Yes
 No
- 2-7** **Include photos of existing buildings, and site of proposed work, drawings of new work, site plans, list of materials, or other descriptive material that illustrates the proposed alteration.**

Cleaning/Painting: Part 3

3-1 This application is for:

- Painting of building exterior
- Cleaning of building exterior
- Painting of building interior (only if interior is designated).
- Cleaning of building interior (only if interior is designated).

3-2 The components to be painted and/or cleaned are made of: _____

3-3 The cleaning process that is being proposed is: _____

3-4 Do new colors match a previous color scheme?

- Yes
- No

Explain: _____

Please submit color chips of proposed colors if proposed colors are different from existing scheme.

Additional/New Construction: Part 4

4-1 This application is for:

- Addition to existing structure
- Construction of new building

4-2 Is proposed addition or new construction in public view from neighboring streets?

- Yes
- No

4-3 What is the purpose of the proposed addition or new building? _____

4-4 Describe how the new construction is compatible in scale, materials, and texture to the design of the existing structure and the character of surrounding buildings: _____

4-5 Submit site plan, elevations, color, and/or samples of exterior materials that best show what the addition/new building will look like.

Alteration: Part 5

5-1 This application is for:
 Deposit of Refuse
 Alteration to site

5-2 Describe the nature of the work for which the Certificate of Appropriateness is being sought: _____

5-3 Does the proposed alteration call for removal of site components such as plantings, trees, fencing, walkways, outbuildings, gates, and/or other elements?
 No
 Yes (Please explain)

5-4 How will the proposed alteration to the site change the character of the property? (e.g., parking in public view in front of structure). Please explain: _____

5-5 Include photos, or drawings of the existing and the existing site and the locations of proposed site changes.

Signage: Part 6

6-1 The proposed signage is:
 Wall sign
 Projecting
 Sign on awning
 Window signage
 Other (Please explain) _____

6-2 Describe and illustrate the design of the proposed signage: _____

- 6-3 Include a drawing of the sign and photos of the building façade showing the size of the sign and where the sign will be located.**
- 6-4 Describe and illustrate how the proposed signage will be attached to the building.**

The Syracuse Landmark Preservation Board uses the United States Secretary of the Interior's Standards as guidelines for review of proposals. A copy of these standards is available at the SLPB office of online at www2.cr.nps.gov/tps/standguide/index.htm