

**SYRACUSE
LANDMARK
PRESERVATION
BOARD**

**CERTIFICATE OF APPROPRIATENESS APPLICATION
INSTRUCTIONS AND CHECK LIST**

INSTRUCTIONS: Please contact the Syracuse Landmark Preservation Board (SLPB) staff early in your project planning process to discuss application requirements and deadlines. Staff can be contacted by phone at 315-448-8108, or by email SLPB@syrgov.net.

Submission deadlines: In order to properly process Certificate of Appropriateness applications for Syracuse Landmark Preservation Board review, complete applications must be submitted at least 10 days prior to the next regularly scheduled SLPB meeting.

Please submit your complete Certificate of Appropriateness application no later than this date: ↩	➔	If you would like to have your Certificate of Appropriateness considered at this SLPB meeting: ↩
APPLICATION DEADLINE		SLPB MEETING DATE
December 26, 2017		January 4, 2018
January 8, 2018		January 18, 2018
January 22, 2018		February 1, 2018
February 5, 2018		February 15, 2018
February 20, 2018		March 1, 2018
March 5, 2018		March 15, 2018
March 26, 2018		April 5, 2018
April 9, 2018		April 19, 2018
April 23, 2018		May 3, 2018
May 7, 2018		May 17, 2018
May 29, 2018		June 7, 2018
June 11, 2018		June 21, 2018
		<i>No meeting July 5</i>
July 9, 2018		July 19, 2018
		<i>No meeting August 2</i>
August 6, 2018		August 16, 2018
August 27, 2018		September 6, 2018
September 10, 2018		September 20, 2018
September 24, 2018		October 4, 2018
October 9, 2018		October 18, 2018
October 22, 2018		November 1, 2018
November 5, 2018		November 15, 2018
November 26, 2018		December 6, 2018
December 10, 2018		December 20, 2018

Please submit your completed application by mail or in person to:

Syracuse Landmark Preservation Board

Attention: Kate Auwaerter

City Hall Commons, Room 512

201 E. Washington Street

Syracuse, NY 13202

Or via email: **SLPB@syr.gov.net**.

SLPB staff will notify the applicant when an application has been received and the date that the application is scheduled for review by the Board. The applicant or his/her representative is expected to appear before the SLPB to present the application in person. The applicant will receive notification by mail of any Board decisions regarding the application.

APPLICATION CHECKLIST

APPLICATION FORM

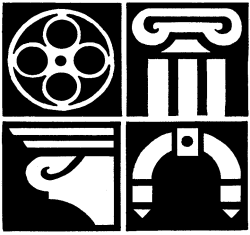
- Cover page: All applicants must complete the cover page of the application. Note: The property owner must also sign the application in order for the application to be considered.
- Application Parts 1 through 6: complete all sections that apply to the project.

In addition to the application, the following supplemental information is also required according to the type of project:

- EXTERIOR ELEVATION DRAWINGS** (for new construction/ alterations/new additions). These drawings must be drawn to scale, labeled with dimensions, and include material notes on the elevations. (For WINDOW REPLACEMENT PROJECTS, please see additional instructions below.)
- SITE PLANS** (for demolition; new construction of decks, patios, garages, etc; landscaping and other site work including installation of fences, retaining walls, walkways, etc.) Site plans must be drawn to scale and include the location of existing building in relation to the proposed work.
- BUILDING MATERIALS and COLOR LISTS:** Please include color catalogue cuts or manufacturer's reference materials for all new building materials (this includes new doors, windows, fences, roofing material, etc.) Please include manufacturer's color strips for all new paint colors. Elevation drawings must indicate materials, color, and location of each.
- COLOR PHOTOGRAPHS** of existing structure and of the project area. (For WINDOW REPLACEMENT PROJECTS, please see additional instructions below.)

SPECIAL INSTRUCTIONS FOR WINDOW REPLACEMENT PROJECTS: In addition to the above listed items, please complete the following:

- WINDOW SURVEY FORM**
- PHOTOGRAPHIC DOCUMENTATION** of every window proposed for replacement. The photographs should illustrate the conditions you seek to address. Each photograph must be numbered and keyed to an elevation drawing, indicating the location of the subject window(s).



**SYRACUSE
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Certificate of Appropriateness Application

Case Number: _____

Submit by mail or by hand to:

Syracuse Landmark Preservation Board
City Hall Commons, Room 512
201 E. Washington Street
Syracuse, NY 13202

Electronic submissions to: [SLPB@syr.gov.net](mailto:SLPB@syr.gov)

APPLICATION

I. Applicant's Name: _____
Address: _____

Phone: _____ email: _____

II. Work is proposed for property at (address): _____

This property is:

- individual Protected Site
- 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):

- Partial or complete demolition (Complete Part 1)
- Alteration to texture or material composition of building exterior (Complete Part 2)
- Alteration to texture or material composition of building interior (only if interior is designated a Protected Site; Complete Part 2)
- 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. 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 or online at <http://www.nps.gov/hps/tps/standguide/>.*

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 Please submit the following: photos of the existing building and site of proposed work; site plan and elevation drawings of proposed alteration; materials list; and manufacturer's cut sheets or other descriptive materials that illustrate 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

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 purposed 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 a site plan, elevation drawings and a materials list for the new construction.**

Alteration of Site: 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

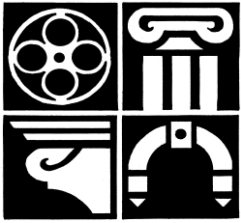
6-1 The proposed signage is:

- 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.**



**SYRACUSE
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Certificate of Appropriateness Application

Case Number: _____

WINDOW SURVEY FORM

Required for all window replacement projects

I. Applicant's Name: _____
Address: _____
Phone: _____ Email: _____

II. Work is proposed for property at: _____

III. Existing Window Description

Year property was built _____

Are the windows original to the property?

- Yes No. Approximate year of replacement? _____

Style(s) of existing windows:

Number of each style

- | | |
|--|-------|
| <input type="checkbox"/> Double-hung (bottom and top sash can open) | _____ |
| <input type="checkbox"/> Single-hung (only one sash opens) | _____ |
| <input type="checkbox"/> Casement (sashes swing outward, hinges at sides) | _____ |
| <input type="checkbox"/> Hopper (swings inward, hinge at the bottom) | _____ |
| <input type="checkbox"/> Awning (swings outward, hinge at the top) | _____ |
| <input type="checkbox"/> Pivot (rotates open on a center pivot) | _____ |
| <input type="checkbox"/> Fixed (fixed glass into frame that does not open) | _____ |
| <input type="checkbox"/> Other: _____ | _____ |

Total number of windows in property _____

Total number of windows you wish to replace _____

Existing window material(s):

- Wood Lead
 Steel Other _____

Does your property have storm windows?

- No Yes. If yes, type (interior or exterior) and material: _____

IV. Project Description

Please describe the issues that you hope to address with the replacement of the windows:

V. Documentation of Window Condition

Please photograph every window proposed for replacement. The photographs should illustrate the conditions you seek to address. Each photograph should be numbered and keyed to a drawing (elevation) legend or image of the side of the property where the window is located.