



## Site Plan Review Application

Office of Zoning Administration  
 300 S State St, Suite 700  
 Syracuse, NY 13202  
 Phone: (315) 448-8640  
 Email: zoning@syrgov.net

### Summary of Site Plan Review Procedure

The Site Plan Review procedure is summarized below. For complete details, see Sections 7.3 and 7.4.A of the Zoning Ordinance.

<b>1</b>	<b>Pre-Application Conference</b>	<i>Option for minor; required for major site plan</i>	
<b>2</b>	<b>Application Submittal and Processing</b>	<i>Submit to Office of Zoning Administration</i>	<b>Submittal and Internal Review</b>
<b>3</b>	<b>Staff Review and Action</b>	<i>Review by Office of Zoning Administration for minor and major; decision by Office of Zoning Administration for minor site plan</i>	
<b>4</b>	<b>Scheduling and Notice of Public Hearings</b>	<i>Optional for minor; required for major site plan</i>	<b>Hearings and Decision-Making</b>
<b>5</b>	<b>Review and Decision</b>	<i>Does not apply for minor; review and decision by City Planning Commission for major</i>	
<b>6</b>	<b>Post-Decision Actions and Limitations</b>	<i>Site plan expires after one year (unless extended)</i>	

#### 1. Pre-Application Conference

- Opportunity for the applicant to meet with Zoning staff to review applicable submittal requirements, identify applicable procedures, and identify any issues associated with the proposed development

#### 2. Application Submittal and Processing

- Submit to Office of Zoning Administration along with applicable fees

#### 3. Staff Review and Action

- Applications are not considered complete until all required submittals are received
- Includes evaluation of the application under the State Environmental Quality Review Act (SEQR)
- Staff renders a decision for minor site plan review

#### 4. Scheduling and Notice of Public Hearings

- Not applicable for minor site plan
- The major site plan application shall be scheduled for a public hearing before the City Planning Commission

#### 5. Review and Decision

- For major site plans, the City Planning Commission shall hold a public hearing within 62 days of the determination that the application is complete

#### 6. Post-Decision Actions and Limitations

- The Office of Zoning Administration shall mail a copy of the decision to the applicant
- Site plan approval shall expire if the authorized use or construction has not obtained all necessary permits within one year of approval, or an extension is granted



For Office Use Only	
Zone District:	_____
Application Number:	_____ - _____ - _____
Date:	_____

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**Site Plan Review Application**

*This application may be emailed, or mailed, or delivered in person to the Syracuse Office of Zoning Administration. Do not bind application materials. Faxed submissions will not be processed. **Email submissions must be packaged together in a single PDF with all applicable materials, please call if you want to discuss another electronic delivery method.** If you wish to discuss the application with a member of our staff, please call ahead for an appointment.*

**General Project Information**

Business/project name:	
Street address (as listed in the Syracuse Department of Tax Assessment property tax records):	
Tax Map ID#:	Lot size (sq. ft.):
Current use of property:	Proposed:
Current number of dwelling units (if applicable):	Proposed:
Current number of affordable dwelling units (if applicable):	Proposed:
Current onsite parking (if applicable):	Proposed:
Zone District (base and any overlay) of property:	
Companion zoning applications (if applicable, list any related zoning applications):	
Type of Site Plan: <input type="checkbox"/> Major <input type="checkbox"/> Minor	
Project construction (check all that apply): <input type="checkbox"/> Demolition (full or partial) <input type="checkbox"/> New construction <input type="checkbox"/> Exterior alterations <input type="checkbox"/> Site changes	
Detailed description of the project (required):	



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#### Owner/Owner's Agent Certification

<i>By signing this application below, I, as the owner of the property under review give my endorsement of this application.</i>	
<b>Print owner's name:</b>	
Signature:	Date:
Mailing address:	
Phone:	Email:
<b>Print authorized agent's name:</b>	
Date:	
Signature:	
Mailing address:	
Phone:	Email:
The names, addresses, and signatures of all owners of the property are required. Please attach additional sheets as needed. <b>If a property owner designates an authorized agent as a legal representative to apply on their behalf or to present the project at the City Planning Commission, please attach an executed power of attorney.</b> Faxed or photocopied signatures will not be accepted.	

#### Required Submittal Sheet

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

*Please submit one copy of each of the following:*

- APPLICATION** – filled out completely, dated, and signed by property owner as instructed
- STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQR)** – Short Environmental Assessment Form (SEAF) Part One filled out to the best of your ability, dated, and signed
- PHOTOGRAPHS (COLOR) of the PROJECT SITE** – keyed to a property survey or site plan
- PHOTOGRAPHS (COLOR) of the STREETScape** – including properties adjacent to and across the street from the project site, labeled with addresses and keyed to a property survey or site plan
- APPLICATION FEE** – \$0

*Please submit PDFs of plans into one PDF package containing all applicable submittal requirements detailed below. For projects with multiple sites, **separate site plan review applications must be submitted for each project site.** Hard copies of plans may be submitted in person. All plans must include a title block with author, date, scale, and the Property Tax Assessment address, and must be an accurate graphic representation of all pertinent information that can be correctly interpreted by any person without additional explanation. Plans do not need to be stamped by a licensed professional unless noted below:*

- AS BUILT PROPERTY SURVEY(S)** of all involved properties illustrating boundaries and current conditions including structures, fencing, parking surface, and retaining walls (signed and stamped by a licensed surveyor)
- SITE PLAN(S)** illustrating site alterations and post project conditions that are/will be different from the as built property survey including:



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- Zoning (density, setbacks, bldg. and parking surface coverage, screening) and onsite parking requirements
- Demolitions and post demolition conditions
- Structures
- Parking areas including surface type, dimensioned spaces, number of spaces, traffic patterns, and coverage
- Loading dock and delivery areas
- Dumpsters and/or trash receptacles
- Landscaping including type, height, and number of plantings
- Screening including parking, dumpsters, and site
- Fencing including type and height
- Lighting including structure heights and luminaries wattage
- Ground signs
- Street rights-of-way conditions, existing and proposed, including curb cuts, driveways, sidewalks, and plantings
- Encroachments, existing or proposed, into the City rights-of-way including stairs, signs, and awning

- FLOOR PLANS (when required for review)** for new construction, additions, and change of zoning use/building occupancies with square footages and all applicable layouts (e.g., customer areas, kitchens, bathrooms, bedrooms, etc.) clearly labeled for land uses
- EXTERIOR BUILDING ELEVATIONS AND SPECIFICATIONS (when required for review)** with all dimensions, materials, and colors clearly illustrated and noted (Schematics or color renderings can be submitted in addition to elevation drawings, if available)
- EXTERIOR SIGNAGE DRAWINGS (when required for review)** showing all of the following:
  - Size
  - Type
  - Location (photos may be used to show location. Exact placement must be included for ground signs – measurements from structure to sign location and distance from sign to property line (not sidewalk). For wall signs, the distance from the top of the sign to roofline, from ground to bottom of the sign, and measurement from the side of the building to the side of the sign must be shown)

All existing and proposed signs (sign plan may be required. Attach additional pages if necessary):

Size:	Type:	Location:
Size:	Type:	Location: