

Off-Premise Sign Permit Application



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

Summary of Off-Premise Sign Permit Procedure

The Off-Premise Sign Permit procedure is summarized below. For complete details, see Article 6 and Section 7.4.D of the Zoning Ordinance.

1	Pre-Application Conference	<i>Required</i>	Submittal and Internal Review
2	Application Submittal and Processing	<i>Submit to Office of Zoning Administration</i>	
3	Staff Review and Action	<i>Review by Office of Zoning Administration</i>	Hearings and Decision-Making
4	Scheduling and Notice of Public Hearings	<i>Public Hearing required for Planning Commission</i>	
5	Review and Decision	<i>Review and decision by Planning Commission</i>	
6	Post-Decision Actions and Limitations	<i>Time Allowance</i>	

1. Pre-Application Conference

- A pre-application conference is optional for all sign review applications

2. Application Submittal and Processing

- A complete sign review application submitted to the Office of Zoning Administration along with applicable fees

3. Staff Review and Action

- Applications are not considered complete until all required submittals are received
- Staff will prepare an assessment based off the application

4. Scheduling and Notice of Public Hearing

- Once an application is determined ready for a public hearing, it will be scheduled for the next available hearing date, within 62 days, with the Planning Commission

5. Review and Decision

- The Planning Commission shall review and render a decision on the complete off-premise sign application
- A denial of an off-premise sign permit may not be appealed to the Board of Zoning Appeals

6. Post-Decision Actions and Limitations

- All off-premise sign approvals shall have a limitation of 10 years
- All conditions of the off-premise sign approval shall be met within 18 months or the approval shall become null and void

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

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*This application may be mailed or delivered in person to the Syracuse Office of Zoning Administration. **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):
Plane coordinates (datum, projection, easting, northing):
Tax number:

Sign Information

New or existing	Type (wall, ground, projecting, other)	Height	Support type (center pole, flagpole, etc.)	Type of illumination

Electronic Changeable Copy Information (if applicable)

Brightness technology:
Duration of message (in seconds):
Message transition (type, duration):

Panel Information

Sign panel	Orientation direction (N, E, S, W)	Orientation street	Panel height	Panel width
1				
2				
3				
4				

Owner/Owner's Agent Certification

By signing this application below, I, as the owner of, or the agent of the owner, of the property under review give my endorsement of this application.

Print owner's name:	
Signature:	Date:
Mailing address:	
Phone:	Email:

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Print authorized agent's name:	
Signature:	Date:
Mailing address:	
Phone:	Email:
<p>The names, addresses, and signatures of all owners of the property are required. Please attach additional sheets as needed. 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. Faxed or photocopied signatures will not be accepted.</p>	

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 EXTERNAL ILLUMINATION PANELS** – for all panel orientations show the current view of the proposed sign and site with a representation of the sign superimposed on a photograph
- PHOTOGRAPHS (COLOR) of the LIGHT EMITTING PANELS** – for all panel orientations, a series of photographs that approximate panel brightness for clear, overcast, and nighttime conditions
- APPLICATION FEE** – \$0

Please submit all of the plans listed below (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.

- 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
- SIGN PLAN(S)** including:
 - Sign structure and panel diagrams with detailed dimensions, including the total height, and the height from the "orientation elevation" (i.e., the elevation that observers are intended to view the sign, to the top of the sign)
 - Associated support and lighting structure information

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- Detailed notes specifying brightness control and logging, message type, duration, and transmission for light emitting and changeable copy panels
- FLOOR PLAN(S)** (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
- ELEVATION DRAWING(S)** 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 in this application

Example of a Sign Plan



Measurements

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

SCALE: 1" = 10"
DATE: mm/dd/yy