

Certificate of Appropriateness Application



Zoning Administration
201 East Washington St.
Syracuse, NY 13202
(315) 448-8640
Zoning@syr.gov

Summary of Certificate of Appropriateness Procedure

The Certificate of Appropriateness procedure is summarized below. For complete details, see Sections 6.2 and 6.3.B of the Zoning Ordinance.

1	Pre-Application Conference	Required	
2	Application Submittal and Processing	Submit to Central Permit Office	Submittal and Internal Review
3	Staff Review and Action	Review by Secretary of the Board	
4	Scheduling and Notice of Public Hearings	Public hearing required by Landmark Preservation Board	Hearings and Decision-Making
5	Review and Decision	Review and decision by Landmark Preservation Board	
6	Post-Decision Actions and Limitations	Certificate of appropriateness expires after two years (unless extension granted)	

1. Pre-Application Conference

- Opportunity for the applicant to meet with the Landmark Preservation Board and/or 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 the Central Permit Office along with applicable fees

3. Staff Review and Action

- Applications are not considered complete until all required submittals are received

4. Scheduling and Notice of Public Hearings

- Once an application is determined ready for a public hearing, it will be scheduled for the next available hearing date with the Landmark Preservation Board

5. Review and Decision

- Decision shall be based only on the record of the public hearing and reduced to writing
- The Landmark Preservation Board shall have 45 days to make a decision following the opening of the public hearing, unless mutually decided otherwise

6. Post-Decision Actions and Limitations

- The Secretary of the Board shall provide written notification via hand delivery, electronic mail, or first-class mail to the property owner and/or applicable parties
- Unless otherwise provided, an application approval shall be valid as authorization for the approved activity for a period of two years

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For Office Use Only

Zoning District: _____

Application Number: CA-_____ - _____

Date: _____

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This application may be mailed or delivered to City Hall Commons Room 512, 201 E. Washington Street. If you wish to discuss the application with a member of our preservation staff, please call 315-448-8108 or email SLPB@syr.gov.

General Project Information

Property Address:

☐ Individual Protected Site ☐ Property in a Preservation District

Check all that apply:

- ☐ Demolition (partial or complete) including accessory structures: Complete Part 1
- ☐ Alteration to the property including accessory structures: Complete Part 2
- ☐ Alteration to the building interior (only for protected interiors): Complete Part 2
- ☐ Painting/Cleaning: Complete Part 3
- ☐ Window replacement: Complete Part 4
- ☐ New construction including additions: Complete Part 5
- ☐ Alteration to site: Complete Part 6
- ☐ Signage: Complete Part 7

Applicant Information:

Name:

Address:

Phone:

Email:

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 name:

Signature:

Date:

Mailing address:

(The names, addresses, and signatures of all owners of the property are required. Please attach additional sheets as needed.)

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Part 1: Demolition

Please submit the following supporting materials:

- ☐ Color images of the property documenting condition
- ☐ Structural condition report by qualified engineer, architect, contractor

Demolition of property is being sought for: <input type="checkbox"/> Complete demolition <input type="checkbox"/> Partial demolition
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? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please indicate the date when the demolition order was issued and the issuing department:
Explain the reasons for the proposed demolition:
Describe post-demolition plan:

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Part 2: Alteration

Please submit the following supporting materials:

- ☐ Color images of the building and site of the proposed work
- ☐ Site plan and elevation drawings (drawn to scale) of the proposed alteration
- ☐ Materials list and manufacturer's product information for all new building materials

Provide a detailed written description of the scope of work. Include location(s) of the work, dimensions and proposed materials, as appropriate. Attach additional sheets as necessary.

Does the proposed work cover, remove or replace existing materials or finishes?

- ☐ No
- ☐ Yes:

If yes, please describe what will be covered, removed, or replaced and the reasons for the removal and/or replacement.

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Part 3: Cleaning/Painting

Please submit the following supporting materials:

- ☐ Color images of the property and site of the proposed work

Building components to be painted or cleaned are made of what material(s)?			
Painting			
Does the proposed painting project match the existing color scheme? Yes No			
If no, please complete the following:			
Building Area/Feature	Proposed color	Brand	Collection
Body			
Trim			
Sash			
Door			
Other:			
Cleaning			
Describe proposed cleaning process:			

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Part 4: Window Replacement

Please submit the following supporting materials:

- ☐ Color images of the windows proposed to be replaced. The photographs must illustrate the conditions you seek to address.
- ☐ Each photograph should be numbered and keyed to a drawing (elevation) or image of the side of the property where the window is located.

Are the windows original to the property? <input type="checkbox"/> Yes <input type="checkbox"/> No Approximate year of replacement _____	
Style(s) of existing windows:	Number of each style
<input type="checkbox"/> Double-hung (bottom and top sash 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: _____	
Existing window material(s): <input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> Lead <input type="checkbox"/> Vinyl <input type="checkbox"/> Other _____	
Number of windows you propose to replace: _____	
Does your property have storm windows? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, are they interior or exterior and what is their material?	
Describe issues that you hope to address by replacing your windows. (See checklist of required support information for window replacement.)	

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Part 5: New Construction or Addition

Please submit the following supporting materials:

- ☐ Color images of the property and site of the proposed work
- ☐ Property survey
- ☐ Site plan (drawn to scale) illustrating location and dimensions of proposed work
- ☐ Elevation drawings (drawn to scale) labeled with dimensions and including material notes
- ☐ Materials list and manufacturer's product information for all new building materials

This application is for: ☐ Addition to existing structure ☐ Construction of new building

Provide a detailed written description of the proposed scope of work. Include location(s) of the work, dimensions, color scheme, and materials. Describe the proposed project including how the new construction is compatible in scale, massing and materials to the design of the existing structure and the character of the surrounding buildings (in an historic district). Attach additional sheets as necessary.

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Part 6: Alteration of Site

Site alterations include demolition, alteration, or construction of decks, patios, garages, walks, steps, walls, fencing, gates, lighting, other structures and features.

Please submit the following supporting materials:

- ☐ Color images of the property and site of the proposed work
- ☐ Property survey showing location of proposed site alterations
- ☐ Site plan (drawn to scale) illustrating location and dimensions of proposed work
- ☐ Materials list and manufacturer's reference materials for all new materials

Provide a detailed written description of the scope of work. Include location(s) of the work, dimensions and proposed materials. Attach additional sheets as necessary.

Does the proposed site alteration result in the removal of site components such as trees, fencing, walkways, outbuildings, gates, and/or other elements? If yes, please explain:

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Part 7: Signage

Please submit the following supporting materials:

- Color images of the property and site of the proposed signage
- Site plan (drawn to scale) illustrating location of proposed signage, as applicable
- Elevation and section drawings (drawn to scale) illustrating location and dimensions of the proposed signage and connection to building, as applicable
- Manufacturer's product materials

Sign 1	Type: Wall Projecting Awning	Location:		
	Total Area (sq ft):	Width:	Depth:	Projection from wall:
	Material:		Mounting style:	
	Lighted: Yes No		If yes, describe	
Sign 2	Type: Wall Projecting Awning	Location:		
	Total Area (sq ft):	Width:	Depth:	Projection from wall:
	Material:		Mounting style:	
	Lighted: Yes No		If yes, describe	
Sign 3	Type: Wall Projecting Awning	Location:		
	Total Area (sq ft):	Width:	Depth:	Projection from wall:
	Material:		Mounting style:	
	Lighted: Yes No		If yes, describe	

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Required Submittal Sheet

Please submit one copy of each of the following:

- ☐ **APPLICATION** – filled out completely, dated, and signed by applicant and owner as instructed.
- ☐ **SUPPORTING INFORMATION/DOCUMENTATION** – as noted under Parts 1-7 of the application
- ☐ **APPLICATION FEE** – TBD