

City of Syracuse  
Office of Zoning Administration

**RESUBDIVISION / LOT ALTERATION APPLICATION**

One Park Place, 300 S State St \*Suite 700\* Syracuse, NY 13202

315-448-8640 \* [zoning@syr.gov](mailto:zoning@syr.gov) \*

**\*\*[www.syr.gov/Departments/Zoning-Administration](http://www.syr.gov/Departments/Zoning-Administration)\*\***

Office Use   Filing Date: \_\_\_\_\_ Case: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**REQUESTED** (Check applicable and provide the subdivision name, existing and proposed number of lots, and total area.)

	<b><u>Subdivision Name</u></b>	<b><u>Number of Lots</u></b>	<b><u>Total Area</u></b>
<input type="checkbox"/> Resubdivision:	_____	_____	_____
<input type="checkbox"/> Lot Alteration:	_____	_____	_____

<b><u>TAX ASSESSMENT ADDRESS(ES)</u></b>	<b><u>TAX MAP ID(S)</u></b> (000.-00-00.0)	<b><u>OWNER(S)</u></b>	<b><u>DATE ACQUIRED</u></b>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____

As listed in the Department of Assessment property tax records at <http://syrgov.net/Assessment.aspx> - 315-448-8280.

**COMPANION ZONING APPLICATION(S)** (List any related City Zoning applications, if applicable, e.g., Resubdivision, Special Permit, Project Site Review, etc.)

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**PROJECT CONSTRUCTION** (Check all that apply and briefly describe, as applicable.)

☐ Demolition (full and partial): \_\_\_\_\_

☐ New Construction: \_\_\_\_\_

☐ Façade (Exterior) Alterations: \_\_\_\_\_

☐ Site Changes: \_\_\_\_\_

**PROJECT INFORMATION** (Briefly describe, as applicable.)

Project Name: \_\_\_\_\_

Current Land Use(s): \_\_\_\_\_

Proposed Land Use(s): \_\_\_\_\_

Number of Dwelling Units: \_\_\_\_\_

Days and Hours of Operation: \_\_\_\_\_

Number of Onsite Parking Spaces: \_\_\_\_\_

**PROJECT DESCRIPTION** (Provide a brief description of the project, including purpose or need, and justification.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## City of Syracuse Office of Zoning Administration

### PROPERTY OWNER(S) (required)

As listed in Department of Assessment property tax records (<http://syrgov.net/Assessment.aspx> - 315-448-8280). If not listed as the owner, please provide proof of ownership, e.g., a copy of the deed. Attorney's signing on behalf of the owner must include a letter describing the legal arrangement. If the property owner is a Corporation or Organization, the person signing must provide member verification. **Contract purchasers, tenants, architects, engineers, contractors, etc. CANNOT sign on behalf of the owner.**

First Name	Last Name	Title	Company	Phone:
Street Address	Apt / Suite / Other	City	St Zip	Email:
* Signature:			Date:	

First Name	Last Name	Title	Company	Phone:
Street Address	Apt / Suite / Other	City	St Zip	Email:
* Signature:			Date:	

First Name	Last Name	Title	Company	Phone:
Street Address	Apt / Suite / Other	City	St Zip	Email:
* Signature:			Date:	

First Name	Last Name	Title	Company	Phone:
Street Address	Apt / Suite / Other	City	St Zip	Email:
* Signature:			Date:	

### \* OWNER SIGNATURE DECLARATION

I understand that false statements made herein are punishable as a Class A Misdemeanor, pursuant to section 210.45 of the Penal Law of the State of New York. I declare that, subject to the penalties of perjury, any statements made on this application and any attachments are the truth and to the best of my knowledge correct. I also understand that any false statements and/or attachments presented knowingly in connection with this application will be considered null and void.

### APPLICANT(S) (if applicable)

First Name	Last Name	Title	Company	Phone:
Street Address	Apt / Suite / Other	City	St Zip	Email:

First Name	Last Name	Title	Company	Phone:
Street Address	Apt / Suite / Other	City	St Zip	Email:

### REPRESENTATIVE(S)/CONTACT(S) (if applicable)

First Name	Last Name	Title	Company	Phone:
Street Address	Apt / Suite / Other	City	St Zip	Email:

First Name	Last Name	Title	Company	Phone:
Street Address	Apt / Suite / Other	City	St Zip	Email:

## **Resubdivision / Lot Alteration / Three Mile Limit**

### **APPLICATION PROCEDURES**

Resubdivision and Three Mile Limit applications require a public hearing with the City Planning Commission at a regularly scheduled meeting, which are held every three weeks on Monday's at 6:00 p.m. in the Common Council Chambers on the third floor of City Hall, unless otherwise noted. The annual meeting scheduled is posted at <https://www.syr.gov/Boards-and-Commissions/CPC>.

Minor Lot Alterations can be reviewed and approved administratively by the Zoning Administrator, and do not require a public hearing and/or review with the City Planning Commission, but otherwise go through the same processes.

An application will not be considered complete or ready for a public hearing until all required submittals have been received and have been through a preliminary review by Zoning Office staff, including an evaluation of the application under the New York State Environmental Quality Review Act (SEQR).

Applications are referred (forwarded) to the County Health Department, the Onondaga County Planning Board, the Syracuse-Onondaga County Planning Agency Address Administration, Engineering, Water for review and comment, and to assist with coordinating any requirements. Resubdivision / Lot Alteration applications involving historic properties will also be referred to the Syracuse Landmark Preservation Board for review and comment.

Applicants will be required to address any comments, often through the modification of the plans, which must be resubmitted to the Zoning Office. This review process can be iterative in nature and may require additional review time if the application is complex, or is involved with a companion application.

Once an application is complete and reviewed, Resubdivisions, which require a public hearing, are placed on the next available City Planning Commission meeting agenda to be authorized for a public hearing to be held at the following regularly scheduled meeting. Following the public hearing authorization, and at least ten (10) days prior to the public hearing date, a "Public Notice" will be published in Syracuse Post Standard as well as mailed to: the applicant and applicant's representative (if applicable); surrounding property owners within at least a 200 foot radius from the applicant's property; and to other City departments and neighborhood organizations. The application and its contents will then be available for inspection at the Syracuse Office of Zoning Administration and [http://www.syr.gov.net/Planning\\_Commission.aspx](http://www.syr.gov.net/Planning_Commission.aspx).

The applicant or their representative must attend the public hearing to present the application to the City Planning Commission. A decision will typically be rendered on the same day as the public hearing, but occasionally public hearings will be held open to the next meeting pending additional information and/or further consideration. Once a decision is made by the City Planning Commission, or Zoning Administrator, the final resolution / decision will be mailed to the applicant and their representative.

**Within 62 DAYS of approval, applicants are responsible for getting a FINAL RESUBDIVISION / LOT ALTERATION / THREE MILE LIMIT MAP SIGNED and FILED with the ONONDAGA COUNTY CLERK per the attached MAP FILING PROCEDURES.**

**MAPS ARE NOT FINAL UNTIL THEY ARE  
SIGNED (ENDORSED) AND FILED WITH THE ONONDAGA COUNTY CLERK.**

APPLICANTS PLEASE NOTE: Approval of your application by the City Planning Commission does not relieve you or your agent from compliance with any other regulatory or licensing provisions additionally required by other Federal, State, County, or City authorities. You are still required to pursue and obtain all applicable permits, such as building permits from the Division of Code Enforcement.

**Resubdivision / Lot Alteration Application**  
**INSTRUCTIONS AND REQUIRED SUBMITTALS**

**Incomplete applications will not be processed.**

Applications together with the required submittals listed below must be submitted in **HARD COPY, SINGLE-SIDE** and **NOT BOUND**, to the City of Syracuse Office of Zoning Administration, One Park Place, 300 S State St, Suite 700, Syracuse, NY 13202, Syracuse, NY 13202. E-mailed submissions will not be processed.

**Please submit ONE (1) COPY 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 by preparer..
- ☐ **APPLICATION FEE** – \$0.

**Please submit FIVE (5) FULL-SIZE AND TO-SCALE paper maps for review purposes, and ONE (1) REDUCED (11X17" or smaller) paper map for copying, and a PDF File to [hpan@syr.gov](mailto:hpan@syr.gov) of the following:**

- ☐ **RESUDIVSION/LOT ALTERATION MAP** (per the Syracuse-Onondaga County Guide 11-17-2011  
No larger than 36"x 44")
  - **The map must indicate the Existing Address and Proposed address for the consistency between Tax parcel and 9-11 address (to be verified by Syracuse-Onondaga County Planning Agency Address Administration Certification. Tel: 315-435-2616/ DanielSmith@ongov.net)**
  - Five Signature Blocks (County Health Department, and City Planning Commission, Assessment, Finance, Engineering)
  - Tract name (cannot be Farm Lot or Military Lot)
  - Farm/Military Lot and/or block numbers
  - Municipality, Scale, Date, North arrow
  - Certificate of Licensed Land Surveyor: "We (or I) hereby certify that this is an accurate subdivision plat prepared by us (or me) on (date). This subdivision plat meets the current standards stated in the NYSAPLS Code of Practice for Land Surveys pertaining to All Boundary/Title Surveys. The subdivision boundary closure is (boundary closure precision). This map is not valid without the original seal of the surveyor."
  - Each new lot will have a definite designation number or letter per the new map.
  - Each amended lot will have a definite designation per the new map to avoid confusion with the original lot designation as shown on a previous subdivision map (e.g. Lot 10 becomes Lot 10A).
  - Existing parcels or lots to be added to or subtracted from will have a definite designation per the new map depicting all necessary conveyances.
  - Each line or curve of all new or amended lots must clearly show all necessary geometry.
  - Shorelines will have a tie line with geometry for closure.
  - The map shall have absolutely no disclaimers preventing the use of said map as a legal descriptor for any new or amended lot or lots shown.
  - All amended maps or resubdivision maps must recite which existing map # they are amending & clearly describe which lots or areas are being amended & why.

- ☐ **AS BUILT PROPERTY SURVEY(S)** of all involved properties illustrating boundaries, easements, and current conditions including structures, fencing, parking surface, and retaining walls if not illustrated on the Resubdivision or Lot Alteration Map (**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 or Resubdivision / Lot Alteration Map:

1. **Zoning Schedule** (density, setbacks, structure / parking surface coverage, screening, onsite parking, etc.)
2. **demolitions and post demolition** conditions
3. **structures, facilities, utilities and drainage**
4. **parking areas** including surface type, dimensioned spaces, number of spaces, traffic patterns, and coverage
5. **loading** dock and delivery areas
6. **dumpsters** and/or trash receptacles
7. **landscaping** including type, height, and number of plantings
8. **screening/fencing** including type and height for parking, dumpsters, and site
9. **lighting** including structure heights and luminaries wattage
10. **ground signs**
11. **STREET rights-of-way** conditions, existing and proposed, including curb cuts, driveways, sidewalks, and plantings
12. **ENROACHMENTS**, existing or proposed, into the City rights-of-way including stairs, signs, and awning

**Resubdivision / Lot Alteration**  
**MAP FILING PROCEDURES**

Within 62 days ( ) of City Planning Commission approval, the **APPLICANT** must get the **Resubdivision / Lot Alteration Map SIGNED** by five endorsers, **FILE** the map, together with the Syracuse-Onondaga County Planning Agency **LETTER OF COMPLIANCE**, with the **ONONDAGA COUNTY CLERK**, and then **REPORT** the **ONONDAGA COUNTY CLERK FILING DATE** and **NUMBER** to the Zoning Office, as follows.

**OBTAIN PRINTED MAPS FROM THE SURVEYOR**

- SIX (6) FULL-SIZE and TO-SCALE Resubdivision/Lot Alteration Approved PAPER MAPS.

**OBTAIN REQUIRED MAP SIGNATURES (ENDORSEMENTS)**

1. **City Planning Commission / Syracuse Zoning Office – 315-448-8640**  
Syracuse Zoning Office, One Park Place, 300 S State St, Suite 700, Syracuse, NY 13202  
Contact the Syracuse Zoning Office to make an appointment.
  - Bring the six PAPER MAPS to the appointment.
  - The Zoning Office reviews and signs the FILING MAP if everything is in order.
  - At the same appointment the Zoning Office returns the signed FILING MAP to the applicant together with an **LETTER OF COMPLIANCE** from the Syracuse-Onondaga County Planning Agency that **MUST BE FILED WITH THE ONONDAGA COUNTY CLERK**. Keep this letter in a safe place.
2. **Onondaga County Bureau of Public Health Engineering (sewer and water) – 315-435-6600**  
Onondaga County Health Department, John H. Mulroy Civic Center, 12th Floor, Syracuse, NY 13202  
Contact the Onondaga County Division of Health to make an appointment.
  - Bring the FILING MAP to the appointment.
  - Public Health reviews and signs the FILING MAP if everything is in order.
  - The signed FILING MAP will be returned to the applicant at the same appointment.

**Syracuse City Hall**

233 East Washington St, Syracuse, NY 13202

3. **Department of Assessment (ownership, boundaries, street access) – 315-448-8280 – Room 130**
  - No appointment necessary.
  - Leave the FILING MAP together with your CONTACT INFORMATION.
  - Assessment reviews and signs the FILING MAP if everything is in order.
  - Assessment forwards the signed FILING MAP to the Department of Finance.
4. **Department of Finance (unpaid taxes and fees) – 315-448-8424 – Room 128**
  - Finance receives the FILING MAP.
  - Finance reviews and then signs the FILING MAP if everything is in order.
  - Finance forwards the FILING MAP to Engineering.
5. **Department of Engineering (bearings, utilities, easements, etc.) – 315-448-8424 – Room 401**
  - Engineering receives the FILING MAP.
  - Engineering reviews and signs the FILING MAP if everything is in order.
  - **Engineering contacts applicant to make arrangements to pick up the signed FILING MAP.**

**FILE RESUBDIVISION / LOT ALTERATION MAP**

1. **Onondaga County Clerk (resubdivision filing) – 315-435-2226**  
Onondaga County Court House, 401 Montgomery St, Room 200, Syracuse, NY 13202
  - The signed **FILING MAP** together with the **LETTER OF COMPLIANCE provided by the Zoning Office** must be **FILED** with the **ONONDAGA COUNTY CLERK** (\$10.00 fee).
  - The Clerk will provide a FILING DATE ( ) and NUMBER ( ).
2. **City Planning Commission / Syracuse Zoning Office – 315-448-8640 / Zoning@syr.gov.net**  
Syracuse **Zoning Office**, One Park Place, 300 S State St, Suite 700, Syracuse, NY 13202
  - Call or email the Syracuse Zoning Office and provide the **ONONDAGA COUNTY CLERK FILING DATE** and **NUMBER**.
  - The Zoning Office will forward one of the six PAPER MAPS, together with the FILING DATE and **NUMBER**, to each endorser for their records.