**Summary of Appeal of Administrative Decision Procedure**

*The Appeal of Administrative Decision procedure is summarized below. For complete details, see Sections 7.3 and 7.5.C of the Zoning Ordinance.*

Pre-Application Conference

**1**

Staff Review and Action

**3**

Scheduling and Notice of Public Hearings

**4**

Application Submittal and Processing

**2**

Review and Decision

**5**

Post-Decision Actions and Limitations

**6**

Submittal and Internal Review

Hearings and   
Decision-Making

Submit to Office of Zoning Administration

Review by Office of Zoning Administration

Public hearing required for Board of Zoning Appeals

Does not apply

Review and decision by Board of Zoning Appeals

Not applicable

1. **Pre-Application Conference**

* Does not apply

1. **Application Submittal and Processing**

* Submit to Office of Zoning Administration along with applicable fees

1. **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)

1. **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 Board of Zoning Appeals
* Unless otherwise notified, all public hearings are held at 1:00 p.m. in Common Council Chambers on the third floor of City Hall

1. **Review and Decision**

* Decision shall be based only on the record of the public hearing and reduced to writing
* Decision is not final until a written resolution is adopted by the Board of Zoning Appeals and filed with the secretary to the Board

1. **Post-Decision Actions and Limitations**

* Does not apply

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| **For Office Use Only**  Zoning District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Application Number: AAD-\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_  Date: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Appeal of Administrative Decision Application**

*This application may be mailed or delivered in person to the Syracuse Office of Zoning Administration. Do not bind application materials. Faxed or emailed submissions will not be processed. 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): | | | |
| Lot numbers: | Block number: | | Lot size (sq. ft.) |
| Current use of property: | | Proposed: | |
| Current number of dwelling units (if applicable): | | Proposed: | |
| Current hours of operation (if applicable): | | Proposed: | |
| Current onsite parking (if applicable): | | Proposed: | |
| Zoning (base and any overlay) of property: | | | |
| Companion zoning applications (if applicable, list any related zoning applications): | | | |
| Project construction (check all that apply):  Demolition (full or partial)  New construction  Exterior alterations  Site changes | | | |
| Nature and extent of Appeal of Administrative Decision requested (attach additional pages if necessary): | | | |

|  |  |
| --- | --- |
| **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. If a legal representative signs for a property owner, please attach an executed power of attorney. 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.

**DENIAL OF PERMIT** – provided by the City of Syracuse Central Permit Office at 315-448-8600.

**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 three full sized and one no larger than 11x17” of 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. 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:

* 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** 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** with all dimensions, materials, and colors clearly illustrated and noted. (Schematics or color renderings can be submitted in addition to elevation drawings, if available.)