

City of Syracuse  
Office of Zoning Administration

**RESUBDIVISION / LOT ALTERATION APPLICATION**

City Hall Commons - Room 500 \* 201 E. Washington Street \* Syracuse, NY 13202-1426  
315-448-8640 \* [zoning@syr.gov](mailto:zoning@syr.gov) \* [www.syr.gov/Zoning.aspx](http://www.syr.gov/Zoning.aspx)

Office Use Filing Date: 6/28/21 Case: R-21-41 Zoning District: RA-1

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

	<u>Subdivision Name</u>	<u>Number of Lots</u>	<u>Total Area</u>
<input checked="" type="checkbox"/> Resubdivision:	Merge 215 and 221 E Glen Ave	2	8,524.56
<input checked="" type="checkbox"/> Lot Alteration:			

<u>TAX ASSESSMENT ADDRESS(ES)</u>	<u>TAX MAP ID(S)</u> (000.-00-00.0)	<u>OWNER(S)</u>	<u>DATE ACQUIRED</u>
1) 215 E Glen Ave	071-03-13	GSPDC	8/29/2019
2) 221 E Glen Ave		GSPDC	8/29/2019
3)			
4)			

As listed in the Department of Assessment property tax records at <http://syr.gov/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): substantial renovation 215- E Glen - maintain 2-family use
- New Construction: \_\_\_\_\_
- Façade (Exterior) Alterations: \_\_\_\_\_
- Site Changes: \_\_\_\_\_

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

Project Name: Merge 215 and 221 E Glen Ave  
Current Land Use(s): vacant residential  
Proposed Land Use(s): residential  
Number of Dwelling Units: 2  
Days and Hours of Operation: n/a residential  
Number of Onsite Parking Spaces: 2

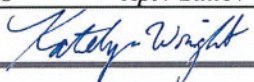
**PROJECT DESCRIPTION** (Provide a brief description of the project, including purpose or need.)

Applicant proposes to merge a vacant 2-family residential home and a vacant residential lot. The parcels were already merged by the Assessment office for tax purposes.

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.**

Katelyn	Wright	Executive Director	Greatr Syracuse Property Development Cp		
<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>		
431 East Fayette St		Syracuse	NY	13202	Phone: 315-422-2301
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Email:</i> kwright@syracuselandsbank.org
* Signature: 			Date: 06/21/2021		

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

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

<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>		
			<i>Phone:</i>		
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Email:</i>
* 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)

Katelyn	Wright				
<i>First Name</i>	<i>Last Name</i>	<i>Title</i>	<i>Company</i>		
431 East Fayette St	Suite 375	Syracuse	NY	13202	Phone: 315-422-2301
<i>Street Address</i>	<i>Apt / Suite / Other</i>	<i>City</i>	<i>St</i>	<i>Zip</i>	<i>Email:</i>

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

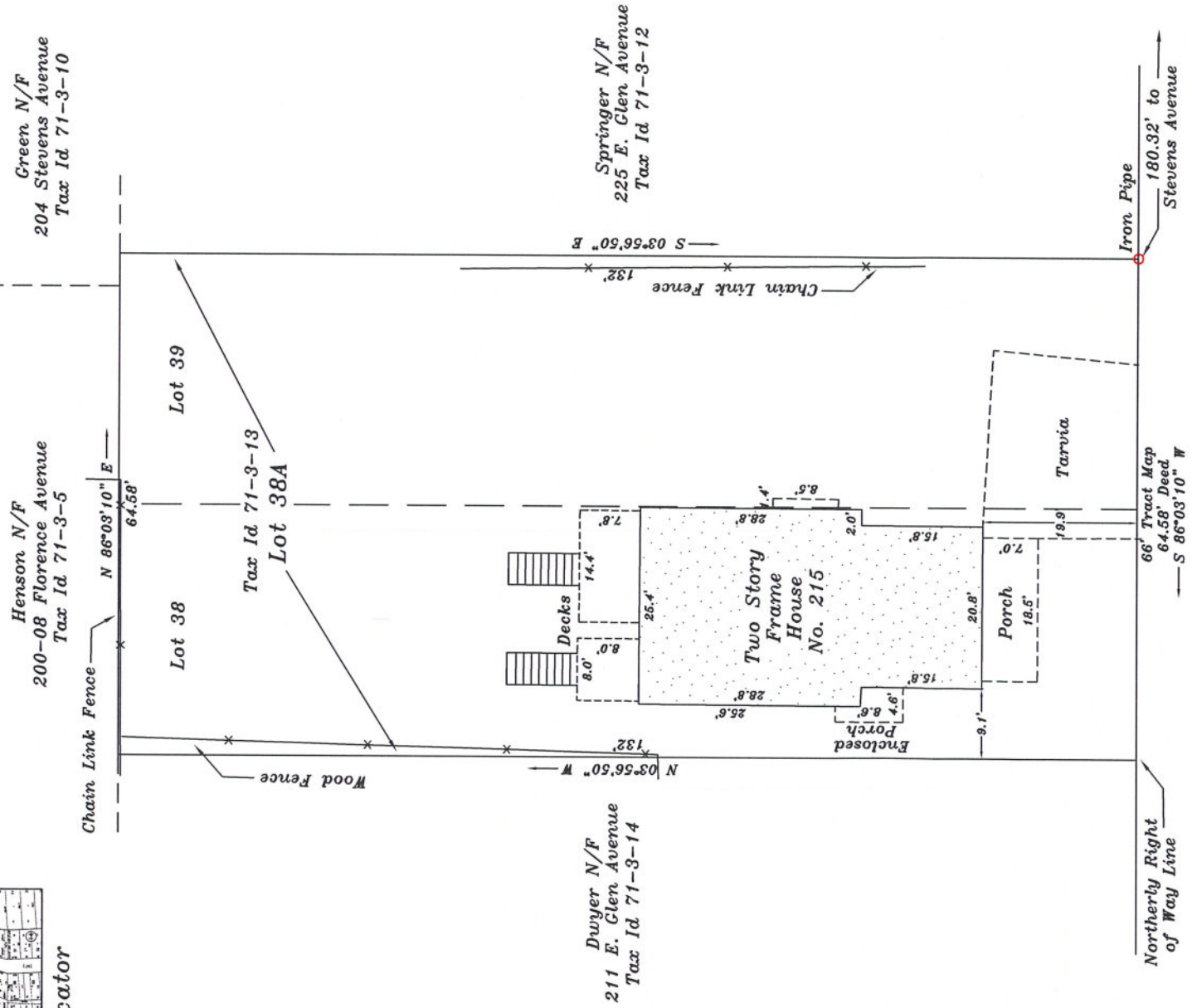
**REPRESENTATIVE(S)/CONTACT(S)** (if applicable)

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

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



Site Vicinity Locator  
(Not to Scale)



# East Glen Avenue

(Open - 66' Wide)

Approvals

Notes/References:

- \*Survey prepared without the benefit of an up-to-date abstract of title.
- \*Adjoiner information obtained using Imaginate Online.
- \*Buildings/Structures Shown for Information Purposes Only.
- \*Subject parcel(s) has access to public utilities.
- \*New Lot 38A Area = 8524.56 Sq. Ft.
- \*Parcel(s) Owner: GSPDC, N/F

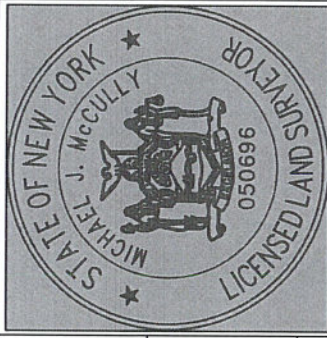
**\*Proposed Only\***

Proposed Resubdivision on Lots 38 & 39 of the Wight Tract, Amended. Map# 922. To be New Lot 38A.

Known as No. 215 East Glen Avenue, City of Syracuse, County of Onondaga, State of New York.

Drawn by: MJM      Scale: 1" = 20'

Date(s): 06-19-21



Michael J. McCully  
Land Surveying PLLC  
5875 Fieldstone Drive  
Cazenovia New York 13035  
Phone : (315) 815-5034

I hereby certify that this map was made from an actual survey and same is correct.

M.J. McCully      NYSLS 50696

Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of Section 7209, Subdivision 2 of the New York State Education Law. Only copies from the original of this survey marked with an original of the land surveyor's inked seal or his embossed seal shall be considered to be valid true copies. Certifications shall run only to the person or entities for whom the survey is prepared and are not transferable to subsequent persons or entities. Copyright 2021, Michael J. McCully Land Surveying, all rights reserved.





June 21, 2021

Office of Zoning Administration  
City Hall Commons, Room 211  
201 E. Washington Street  
Syracuse, NY 13202  
Attn: Mr. Jeff Harrop

Re: Letter of Explanation for a Resubdivision – 215 E Glen Ave

Dear Jeff,

The Land Bank submitted a use variance application to maintain 215 E Glen Ave as a 2-family residence on June 8, 2021. Apparently, the resubdivision that combined the property with the vacant lot at 221 was not a legal resubdivision as it was done by the Assessor's office for tax purposes. This resubdivision seeks to correct that issue.

The vacant lot will be used for off street parking for the tenants of 215 E Glen and for additional yard space for its tenants. There will be no change in the character of the neighborhood because several lots including 222 E Glen Ave, 225 E Glen Ave, 230 E Glen Ave, 239 E Glen Ave, and 244 E Glen Ave are of comparable lot sizes. Further, since the lots have existed as merged parcels since the 1990's there will be no discernable change other than a correction of off street parking irregularities. Renovation of 215 E Glen Ave will improve the character of the neighborhood.

To support our application, please find the attached information:

- Resubdivision/Lot Alteration Application
- Short EAF
- Resubdivision Map (17" x 11")
- Site Plan

Please let me know if you require any additional information or documentation to facilitate your review of this request.

Sincerely,

Katelyn Wright  
Executive Director

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

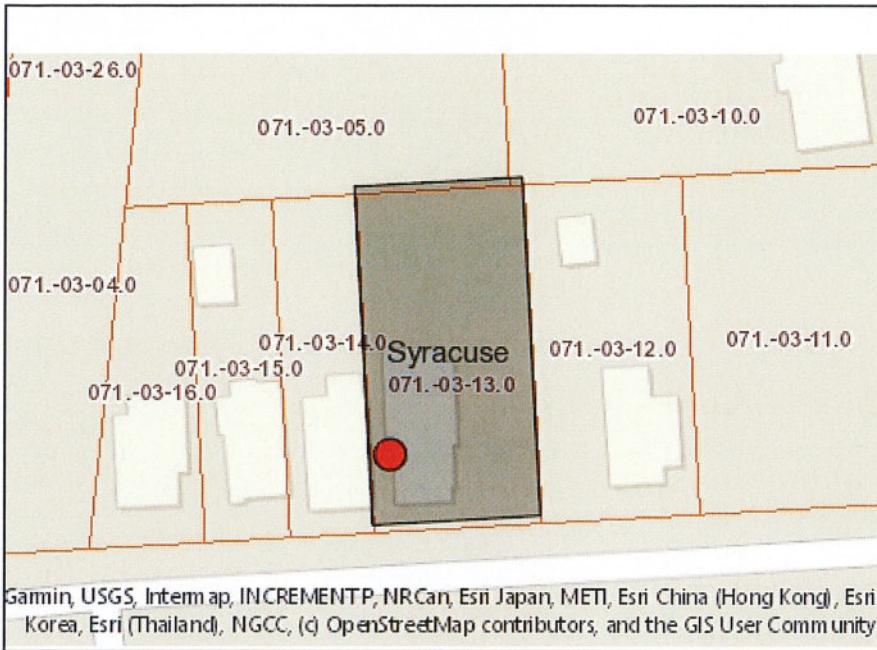
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Merge 215 and 221 E Glen Ave			
Project Location (describe, and attach a location map): 215 E Glen Ave between Randolph Street and Stevens Ave in Syracuse NY			
Brief Description of Proposed Action: The Syracuse Land Bank acquired 215 E Glen Ave on 8/29/2019. The property had already been merged with 221 E Glen Ave by the City of Syracuse Assessor's Office for tax purposes. The Land Bank has received an offer from an investor who would like to renovate the property and maintain the two-family use so a use variance and legal resubdivision are required. The additional land will be used for offstreet parking and for additional green space for the occupants of the two units.			
Name of Applicant or Sponsor: Katelyn Wright		Telephone: 315-422-2301 x 18 E-Mail: <a href="mailto:kwright@syracuselandbank.org">kwright@syracuselandbank.org</a>	
Address: 431 East Fayette Strette			
City/PO: Syracuse		State: NY	Zip Code: 13202
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		_____ .19 acres	
b. Total acreage to be physically disturbed?		_____ 0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ .19 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: Rehabilitation will comply with City of Syracuse building codes _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			







**Disclaimer:** The EAF Mapper is a screening tool intended to assist project sponsors and reviewing agencies in preparing an environmental assessment form (EAF). Not all questions asked in the EAF are answered by the EAF Mapper. Additional information on any EAF question can be obtained by consulting the EAF Workbooks. Although the EAF Mapper provides the most up-to-date digital data available to DEC, you may also need to contact local or other data sources in order to obtain data not provided by the Mapper. Digital data is not a substitute for agency determinations.



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	Yes
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Indiana Bat, Northern Long-eared Bat
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	No