

Demolition of Non-Landmarked Historic Properties Application



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

Summary of Demolition of Non-Landmarked Historic Properties Procedure

The Demolition of Non-Landmarked Historic Properties procedure is summarized below. For complete details, see Sections 6.2 and 6.3.C 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 and Action by Secretary of the Board	
X	Scheduling and Notice of Public Hearings	Does not apply	Hearings and Decision-Making
5	Review and Decision	Landmark Preservation Board determines significance of property	
6	Post-Decision Actions and Limitations	Eligible properties reviewed according to subsection 6.3.A	

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
- Staff will review the application and prepare a staff report

4. Scheduling and Notice of Public Hearings

- ☐ Does not apply

5. Review and Decision

- The Landmark Preservation Board shall have 62 days to make a decision from the date of the filing of the application

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

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For Office Use Only

Zoning District: _____
Application Number: DHP-_____ - _____
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:	
Tax Parcel Number:	Lot size (sq. ft.)
Applicant Information:	
Name:	
Address:	
Phone:	Email:

Owner/Owner's Agent Certification

<i>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.</i>	
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.	

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Part 1: Property Description and History

Contact the Onondaga Historical Association for information pertaining to this address, review historic mapping and city directories for ownership information and construction dates

Building Description: (height in stories, materials, significant features, additions, alterations, etc.)

Site and Setting: (describe lot and surroundings including any related secondary buildings, as applicable)

History of Property: Describe the history of the property, including but not limited to building construction date, original and present use, original and subsequent owners, neighborhood history, etc.

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Part 2: Demolition Information

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: <i>(If structural condition is the primary reason for demolition, provide supporting documentation from a qualified engineer, architect, or contractor.)</i>
Describe post-demolition plan for the site:

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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 as instructed.
- ☐ **PHOTOGRAPHS (COLOR) of the Property** (including outbuildings)– keyed to a property survey or site plan if applicable.
- ☐ **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 if applicable.
- ☐ **SITE MAP** indicating location of property
- ☐ **HISTORIC DOCUMENTATION** – historic images, maps, newspaper articles, other historic documentation regarding the property or neighborhood
- ☐ **APPLICATION FEE** – TBD