

Local Protected Site and Preservation District Application



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

Summary of Local Protected Site and Preservation District Procedure

The Local Protected Site and Preservation District procedure is summarized below. For complete details, see Sections 6.2 and 6.3.A 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	Recommendation by Landmark Preservation Board; Review by Planning Commission; Decision by Common Council	
6	Post-Decision Actions and Limitations	Secretary of the Board notifies affected property owners of decision.	

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 62 days to make a decision following the opening of the public hearing, unless mutually decided otherwise
- The City Planning Commission shall hold a public hearing to consider the petition of the Landmark Preservation Board for the proposed designation
- The Common Council shall adopt, modify, or reject the recommendations of the City Planning Commission and Landmark Preservation Board

6. Post-Decision Actions and Limitations

- Within five business days after Common Council adopts a designation, notice of the designation shall be sent to all affected property owners

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For Office Use Only

Zoning District: _____
Application Number: LPS-_____ - _____
Date: _____

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This application may be mailed or delivered in person 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: <i>(in the case of a district, attach complete address list with corresponding tax parcel numbers)</i>	
Tax Parcel Number:	Lot size (sq. ft.)
Current ownership: <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Other (if so, explain)	
This application is for designation of the: <input type="checkbox"/> Interior only <input type="checkbox"/> Interior and exterior <input type="checkbox"/> Exterior only	
Owner Information: <i>(In the case of a district, include property owner list corresponding to address and tax parcel information)</i>	
Name:	
Mailing Address:	
Applicant Information:	
Name:	
Mailing Address:	
Phone:	Email:
Signature:	Date:

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Property/ District Information

Part 1. Property / District Description	
Date(s) of construction:	
Architect(s):	
Builder(s):	
Original use: Present use:	
Site location: Describe the site and surroundings of the property or overall geography of the district and identify any significant site features that contribute to the designation, including walks, plantings, furnishings, walls, light fixtures, etc.	
Part 2. Physical Description (Primary Building)	
Exterior building material: (check all that apply) <input type="checkbox"/> Clapboard <input type="checkbox"/> Stone <input type="checkbox"/> Brick <input type="checkbox"/> Shingle <input type="checkbox"/> Stucco <input type="checkbox"/> Concrete <input type="checkbox"/> Curtain wall <input type="checkbox"/> Masonry block <input type="checkbox"/> Other _____	Structural System: (check all that apply) <input type="checkbox"/> Wood frame <input type="checkbox"/> Steel frame <input type="checkbox"/> Masonry <input type="checkbox"/> Other
Describe condition: (Excellent/good/fair/ deteriorated)	
Alterations: List all known alterations and approximate dates of alterations:	
Related outbuildings: identify associated structures that contribute to the designation <input type="checkbox"/> Garage <input type="checkbox"/> Carriage house <input type="checkbox"/> Barn <input type="checkbox"/> Shed <input type="checkbox"/> Other: _____	

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Exterior Description: Describe the overall exterior features and form of the property, such as number of stories, main entrances, porches, window pattern, roof shape and covering, cornice, dormers and architectural detailing, as applicable.
(Note: District nominations require individual survey forms for each contributing property)

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Interior Description: For interior designations, describe the significant interior features, such as interior room arrangement, wall finishes, stairways, decorative woodwork, and other significant features, as applicable.

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Part 3. Historic Landscapes: In the case of the designation of historic landscapes, describe the natural systems, topography and features that influenced the development and resultant form of the landscape; current land use; location and arrangement of buildings and structures; circulation pattern and features; vegetation; vistas and views; water features; small scale features; and archeological sites, as applicable.

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Part 4. Criteria for Designation

In order to be designated a Protected Site or Preservation District, a property or district must meet one or more of the following criteria. Please check all that apply:

- ☐ association with persons or events of historic significance to the city, region, state or nation;
- ☐ illustrative of historic growth and development of the city, region, state or nation;
- ☐ in the case of structures, embodying distinctive characteristics of a type, period or method of construction or representing the work of a master, or possessing unique architectural and artistic qualities, or representing a significant and distinguishable entity whose component may lack individual distinction;
- ☐ in the case of districts, possessing a unique overall quality of architectural scale, texture, form and visual homogeneity even though certain structures within the district may lack individual distinction;
- ☐ in the case of interiors, possessing one (1) or more of the characteristics enumerated in 1, 2 or 3 above and, in addition, embodying distinctive characteristics of architectural scale, form and visual homogeneity, which are an integral part of the character of the structure in which the space is contained.

Statement of Significance: In a brief opening paragraph, please describe how the property or district meets the eligibility criteria. Attach continuation sheets detailing full history of the property or district, the people and/or events associated with the property or district, and/or the architecturally significant or unique qualities that contribute to the property or district's significance.

Sources: List all sources of data used in preparing the application, including the location of any building plans, documents or photographs. Attach continuation sheets as needed.

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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