

**SYRACUSE BOARD OF APPEALS  
CITY HALL COMMONS  
ROOM 101  
201 E. WASHINGTON ST.  
SYRACUSE, NEW YORK**

**PETITION APPLICATION**

**FILING DATE** \_\_\_\_\_

**PETITION #** \_\_\_\_\_  
**(For Office use only)**

**NOTE: SEE INSTRUCTIONS TO APPLICANT BEFORE FILLING OUT THIS PETITION.**

**1. Is this Petition for an appeal or a variance?** \_\_\_\_\_

**2. PETITIONER INFORMATION:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone #** \_\_\_\_\_

**3. OWNER INFORMATION:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone #** \_\_\_\_\_

**4. PROPERTY INFORMATION:**

**Address** \_\_\_\_\_

**Tax Map Number** \_\_\_\_\_

**5. Is there an Architect or Engineer involved with this project?**

Yes ( ) No ( )

**If yes to above question, please state;**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone #** \_\_\_\_\_

6. Are construction drawings and/or specifications available on this project?

Yes ( ) No ( )

**NOTE: If yes, three (3) complete sets of drawings and specifications must be submitted with this petition application.**

7. Please indicate below what additional exhibits are being submitted with this petition.

- |                 |            |     |   |
|-----------------|------------|-----|---|
| Exhibit # _____ | # of _____ | ( ) | Site Plan(s)                                |
| Exhibit # _____ |            | ( ) | Photograph(s)                               |
| Exhibit # _____ |            | ( ) | Construction drawings and/or specifications |
| Exhibit # _____ |            | ( ) |   |
| Exhibit # _____ |            | ( ) |   |

8. Indicate the specific code sections which are the subject of this appeal or variance.

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9. If a structure or building is involved with this appeal or variance, please state the following information:

- a) Occupancy classification \_\_\_\_\_
- b) Construction classification \_\_\_\_\_
- c) Number of stories \_\_\_\_\_ Max. Height \_\_\_\_\_
- d) Area of floor with largest area \_\_\_\_\_ sq. ft.
- e) Gross floor area of entire building \_\_\_\_\_ sq. ft.

**10. Please check appropriate building status:**

- In planning
- Work in progress started on \_\_\_\_/\_\_\_\_/\_\_\_\_
- Work completed on \_\_\_\_/\_\_\_\_/\_\_\_\_
- Does not involve construction

**11. Has a building permit been issued relevant to the project?**

Yes ( ) No ( )

**NOTE: If yes, a copy must accompany this application.**

**12. If this petition is to vary or modify the Multiple Residence Law, please check appropriate section or sections involved with this petition.**

- Second means of egress from dwellings.
- Fire retarding of public halls, stairs and cellar ceilings.
- Requisite open spaces.
- Requirements with respect to bulkheads and scuttle.

**13. Reason(s) for requesting variance:**

- Would create undue economic burden.  
**NOTE: Evidence of some must be submitted with variance application.**
- Would not achieve its intended objective.
- Would inhibit achievement of some Federal or State policy or law.
- Would be physically or legally impossible.
- Would be unnecessary in the light of alternatives which insure the achievement of the intended objectives or which, without a loss in level of safety, achieve the intended objective more efficiently, effectively or economically.
- Would entail a change so slight as to produce a negligible additional benefit consonant with the purpose of the law or code.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I, the petitioner hereby affirm under penalty of perjury that the above proceeding information furnished by me in support of this application is true and correct to the best of my knowledge.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**\$ 50.00 FEE ENCLOSED**  
Payable to Commissioner of Finance

Check/Money Order # \_\_\_\_\_



## **INSTRUCTIONS TO APPLICANT**

### **QUESTION #1 Definitions**

**A) An appeal is a request by a petitioner that the Board of Appeals review a grievance relevant to an order, determination or decision, of the Chief of Code Enforcement or the Chief of Fire code related issue as to its occupancy, applicability, requirements or interpretation.**

**B) A variance is a request by a petitioner that the Board of Appeals vary or modify, in whole or in part, one or more provisions of a code, law and ordinance within the scope of its responsibility.**

**QUESTION #2 The petitioner is the person who is requesting the appeal or variance. A petitioner can be an owner or his or her authorized agent, such as a contractor, an architect, and engineer or an attorney.**

**QUESTION #3 The owner is the owner of record filed at the County Court House.**

**QUESTION #4 Tax map numbers can be attained from the City Assessment Department, 1st floor, Room 112, City Hall.**

### **GENERAL INFORMATION**

- 1. The Syracuse Board of Appeals is empowered to hear appeals and variances of the:
  - a) Multiple Residence Law**
  - b) Syracuse Building Code**
  - c) Syracuse Fire Prevention Code**
  - d) Determination of the Board of Heating Examiners**
  - e) Flood Damage Prevention Ordinance****
- 2. A deposit check in the amount of \$50.00 made payable to the Commissioner of Finance must accompany each application.**
- 3. The applicant/petitioner may be represented either in person or by his or her authorized agent.**
- 4. The decision of the Board of Appeals shall be final subject to the right of the applicant or the City to apply to the court for relief pursuant to applicable provisions of Article 78 of the Civil Practices Law and Rule.**
- 5. The Board of Appeals shall have legal powers to subpoena any person and to take evidence under oath from any person having knowledge of the matter under consideration.**

**HEARING DATE: WITHIN 30 DAYS OF RECEIPT OF THIS APPLICATION YOU WILL BE NOTIFIED CONCERNING DATE, TIME AND LOCATION OF SCHEDULED HEARING.**