

The City of New York
HOUSING AND DEVELOPMENT ADMINISTRATION
Department of Buildings

DEPARTMENTAL MEMORANDUM

DATE: May 2, 1972

TO: Borough Superintendents

FROM: Joseph Stein, P.E., Commissioner

SUBJECT: APPEAL TO COMMISSIONER FROM SUPERINTENDENTS' DECISIONS

This memorandum supersedes the memorandum issued on June 8, 1960, on the same subject.

Unless the Executive Office specifically requests a report, an appeal from a decision of a Borough Superintendent will be considered by the Commissioner only when the procedure given below is followed:

1. A letter submitted by the applicant of record or owner of the premises, addressed to the Commissioner, requesting reconsideration shall be delivered to the Borough Superintendent in duplicate. This letter shall specify in detail the items to be reconsidered and the basis for this request.
2. The Borough Superintendent shall promptly transmit to the Commissioner the original of the letter and all plans and records involved.
3. The Borough Superintendent shall advise the Commissioner as to reasons for disapproval of the application with reference to the objections appealed.
4. Appeals may be accepted only from those persons noted in paragraph 1, above.

The Commissioner will inform the Borough Superintendent and the applicant of record or owner, in writing, of his disposition of the appeal.

JS/PEO/sl
cc: Exec.staff, B.C.A.C., Industry


Joseph Stein, P.E.
Commissioner

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