



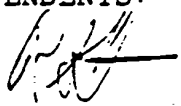
DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner  
312-8100

February 4, 1987

M E M O R A N D U M

TO: BOROUGH SUPERINTENDENTS.  
FROM: Ralph S. Herman   
SUBJECT: Submissions to Borough Superintendents' Technical Meetings

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This memorandum clarifies the procedures set forth at Borough Superintendents' Technical Meeting #41 (Item #1).

The following documents must be filed in order to place an item on the Borough Superintendents' Technical Meeting Agenda:

- 1) A memo from the Borough Superintendent requesting the review, with a brief description of the subject matter.
- 2) A letter from the applicant requesting reconsideration, setting forth the conditions encountered, the objections raised, the relief requested, and any proposed equivalencies to the requirements of law.
- 3) A copy of the NB/Alt/BN/Misc Application.
- 4) A copy of the objections raised by the Borough Office.
- 5) A copy of the pertinent sections of law under which objections were raised.
- 6) Plans in sufficient detail to illustrate the situation.

Any submission which does not include each of these documents shall not be placed on the agenda. Requests for interpretation, where no application has been filed, may omit documents (3) and (4).

All plans and documents shall be distributed as follows:

- 1) Two copies of each package shall be sent to 60 Hudson Street, to the attention of Assistant Commissioner George E. Berger.
- 2) One copy of each shall be sent to each Borough Superintendent.
- 3) The applicant's letter to the Borough Superintendent shall be clocked in at the Borough Office at least two(2) weeks prior to the scheduled meeting.
- 4) The agenda is set one week prior to the scheduled meeting and shall be sent to the Borough Superintendents by omnifax. Any item received on or after one week prior to the scheduled meeting shall be laid over to the following meeting.

Items for the operations agenda, which as a rule do not require prior study, shall be submitted to Assistant Commissioner Joseph White but are otherwise exempt from this procedure.