

## Economic Hardship Appeal Application



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

### Summary of Economic Hardship Appeal Procedure

The Economic Hardship Appeal procedure is summarized below. For complete details, see Sections 6.2 and 6.4.A of the Zoning Ordinance.

1	Pre-Application Conference	Required	
2	Application Submittal and Processing	Submit to the 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	Review and decision by Landmark Preservation Board	
6	Post-Decision Actions and Limitations	Approvals of hardship appeals expire after one year	

#### 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 approve only such work as is necessary to alleviate the hardship

#### 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
- Approval of hardship applications is valid for a period of one year from the date of issue

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### For Office Use Only

Zoning District: \_\_\_\_\_  
Application Number: EH-\_\_\_\_\_-\_\_\_\_\_  
Date: \_\_\_\_\_

## Economic Hardship Appeal Application

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:	
<b>Applicant Information:</b>	
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. Economic Hardship Appeal (Alteration)

Indicate what criteria or guideline as referenced in subsection 6.3B(3) are requested to be waived or modified and the extent of the waiver or modification requested.

Describe how compliance with the aforementioned provisions would deprive the property owner of a reasonable rate or return on investment should those provisions be applied to this circumstance.

Describe how the alleged hardship relating to the property is unique and does not apply to similarly situated properties.

Describe alternatives to the proposed action that the applicant has considered and rejected and why they were rejected.

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### Part 2: Economic Hardship Appeal (Demolition)

Describe and document how the denial of a demolition permit will prevent the applicant from earning a reasonable rate of return on investment, regardless of whether that return represents the most profitable return possible.

Provide evidence that the hardship described is not self-created through waste or neglect, allowing the property to fall into a serious state of disrepair.

Describe and document efforts to consider other viable uses for the property by the current owner or by a purchaser.

Describe and document efforts to find a purchaser interested in acquiring and preserving the property.

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### Required Submittal Sheet

*Please submit one copy of each of the following:*

- ☐ **APPLICATION** – filled out completely, dated, and signed by property owner as instructed.
- ☐ **SUPPORTING DOCUMENTATION** – demonstrating economic hardship as required by the Landmark Preservation Board.
- ☐ **APPLICATION FEE** – \$TBD.