



Issuance #43

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

STEWART D. O'BRIEN
Deputy Commissioner
Administration & Operations
312-8001

Operations
Policy & Procedure Notice # 15/87

TO: Distribution
FROM: Stewart D. O'Brien, Deputy Commissioner
DATE: September 24, 1987
SUBJECT: Drop-Off Procedure for Applications

9/24/87 SD

PURPOSE

To establish a pilot procedure in Manhattan to permit an applicant to drop-off an application, in lieu of scheduling an appointment with the examiner, in those instances where the applicant believes all objections have been resolved. This pilot procedure will commence October 5, 1987.

PROCEDURE FOR APPLICANTS

This procedure applies only to those instances where an applicant firmly believes that all objections have been resolved. In such cases the applicant shall return the folder to the designated "drop-off area". Applicants must submit resolutions on an Amendment (B Form 10) including Code sections, where applicable. Applicant resolutions should correspond numerically to the examiners objection. The section or page of the plan to which the response corresponds should also be indicated. A stamped self-addressed post card should be left by the applicant with the information listed on the "Drop Off Determination Card" (see sample attached). The applicant will receive, by

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mail, notification as to the examiner's determination and will be instructed to pick up the folder. Any applicant found to be misusing this procedure will no longer be permitted to use it.

PROCEDURE FOR BOROUGH OFFICE

A location, which shall be prominently displayed in the Borough Office, shall be designated as the "drop-off area".

A temporary clerk will be hired for the month of October. This clerk will work in the designated "drop-off area" in the Manhattan borough office. The clerk's purpose will be to pre-screen applications in the following manner:

- 1) Establish that the number of responses correspond to the number of objections.
- 2) Check to see that all the necessary information on the self-addressed post card has been completed.
- 3) Keep a log book to determine whether or not the one week deadline is being met.
- 4) Reject any applications that do not meet the criteria and date stamp those that are accepted.

The original examiner will be responsible for the examination of the dropped-off application. Examiners will re-examine dropped off applications during the afternoon hours and will complete and return the determination card to the applicant within one week.

The Chief Examiner will be responsible for maintaining a log of dropped off applications including application number, date and date determination is mailed. Each week the Chief Examiner will forward data concerning re-exams that are pending to the Deputy Commissioner for Operations/Administration.

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| <p>Name Address</p> |
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| <p>DROP OFF DETERMINATION CARD</p> | |
| Application Number: | |
| Drop-off date: | |
| Date of Determination: | |
| Determination: | Objections cleared Objections not cleared |
| Examiner: | |

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