

**RESCINDED BY BUILDINGS  
BULLETIN 2015-032**



Issuance # 34

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

OPERATIONS 312-8001  
POLICY AND PROCEDURE NOTICE # 13/87

To: Distribution

From: Stewart D. O'Brien, Deputy Commissioner

Subject: Applicant Notification to Community Boards  
for Demolition Projects

Date of Issuance: July 31, 1987 *7/31/87 SDU*

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Purpose

To provide Community Boards with timely notification of proposed demolition projects in their respective areas, applicants will be required, for each application, to mail a copy of the pertinent Docket Information Sheet to the appropriate Community Board.

Specifics

A. Borough Office

1. The Borough Application/Information Clerk will distribute to each applicant, along with the demolition application forms:
  - a. A copy of the Notice to Applicant CB (appropriate to borough) which notes the applicant's responsibility in this regard, and provides a list of Community Boards and addresses and a borough map delineating Community Board areas.
  - b. A copy of Applicant's Statement of Notification to Community Board.
2. The Cashier will not accept the filing fee unless the demolition application papers include a completed Applicant's Statement of Notification to Community Board.

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3. Copies of the Notice to Applicant CB will be conspicuously posted in the appropriate areas of the Borough Office for the information of applicants.

**B. Applicant**

1. The applicant will take the necessary steps to determine the appropriate Community Board to which he/she is required to mail a copy of the Docket Information Sheet (B Form 6).
2. The applicant will submit a completed copy of Applicant's Statement of Notification to Community Board to the Cashier when paying the filing fee.
3. The applicant will mail a completed copy of the Docket Information Sheet (B Form 6) to the appropriate Community Board within 24 hours of paying the filing fee.

This Directive is effective August 31, 1987.

SDO:mh

**NOTE:** This directive supplements the 12/12/85 memorandum issued by Joseph M. White and does not negate the requirement for the Brooklyn and Manhattan Borough Offices to follow this procedure for all applications.

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City of New York

Department of Buildings

Applicant's Statement of Notification to Community Boards

Address	Borough	Appl. #

I \_\_\_\_\_ hereby state that,  
in accordance with Department of Buildings requirements,  
I will mail to Community Board \_\_\_\_\_  
\_\_\_\_\_ <sup>number</sup> within 24 hours, a copy of  
\_\_\_\_\_ <sup>Borough</sup> the Docket Information Sheet (B Form 6) filed for  
this project.

Signed \_\_\_\_\_ Dated \_\_\_\_\_