



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURE NOTICE # 21/92

To: Distribution
From: Barry G. Cox
Date: 8 October 1992
Subject: To establish guidelines for mandatory drop-off
of Alteration Type III applications

Purpose:

To establish guidelines for mandatory drop-off of Alteration Type III applications.

Applicant:

The applicant shall drop off his/her Alteration III application in the "drop off basket" at the borough office in the morning. All forms and plans required to pre-file the application shall accompany the application.

The applicant shall pick up his/her application the following day. It shall be available in the morning in the "pick-up basket".

If the application was incomplete or for another reason was not processed, the application and an information sheet identifying the problems shall be left in the "pick up basket".

BOROUGH OFFICE

The borough office shall prefile the application.

PRE-FILING

"Drop-off" and "pick-up" baskets shall be identified in the boroughs for the processing of Alteration Type III applications.

Each afternoon the pre-filer shall take all applications in the "drop-off" basket and prefile each application. If the application is lacking information, or cannot be processed for any other reason, the pre-filer shall note the problem on a

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slip of paper and affix it to the application. Wherever possible, all applications "dropped-off" shall be processed or rejected that day.

Each morning the pre-filed or rejected applications from the previous day shall be placed in the "pick-up" basket.

BOROUGH MANAGER'S OFFICE

The Borough Manager shall be responsible for overseeing the implementation of the mandatory drop-off procedure and shall make certain that "next-day turnaround" is met.

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