PROCEDURE FOR REQUESTS FOR CITY PLANNING RECORDS
PURSUANT TO THE FREEDOM OF INFORMATION LAW

1. **Request For Records**: Any request to inspect or copy records kept or held by the Department of City Planning (DCP) shall be made in writing and addressed to the Records Access Officer. The request should reasonably describe the record or records sought and should, whenever possible and as applicable, supply information regarding dates, Borough/Block/Lot, address, street name, CP or ULURP number(s), CEQR number, project name or other information which will enable the Records Access Officer to identify the records sought.

2. **Records Access Officer**: The Records Access Officer for DCP is:

   Wendy Niles
   Dept. of City Planning
   22 Reade Street, 2W
   New York, New York 10007
   Tel: (212) 720-3208
   Fax: (212) 720-3219
   E-mail: FOIL@planning.nyc.gov

3. **Hours and Location for Inspection of Records**: Upon written notification by the Records Access Officer that records are available in response to a request, such records may be inspected from 10:00 a.m. to 5:00 p.m. at the office of the Records Access Officer, unless the Records Access Officer designates a more specific time or location. In no case may records be removed from agency premises. Copies of any of the inspected records will not be prepared unless and until the associated copying fee (and postage fee, if applicable) has been paid (see below). When possible, the Records Access Officer will scan and e-mail responsive records to the requesting party, for which there is, under normal circumstances, no associated copying fee.

4. **Copying Fee**: The Records Access Officer will inform the requesting party of any fee associated with copying responsive records. Actual cost will be charged for any storage device or media or if more than two hours of an employee’s time is needed or an outside service must be engaged for photocopying or reproduction. Except when a different fee is otherwise prescribed by law, the following fees currently apply:

<table>
<thead>
<tr>
<th>Copy Medium</th>
<th>Fee per unit ($)</th>
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<tbody>
<tr>
<td>8”x11” to 9”x14” sheet (black/white)</td>
<td>0.25</td>
</tr>
<tr>
<td>8”x11” to 9”x14” sheet (color)</td>
<td>0.50</td>
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<tr>
<td>11”x17” sheet (black/white)</td>
<td>0.90</td>
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<tr>
<td>11”x17” sheet (color)</td>
<td>1.80</td>
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<td>3’x 2’ sheet</td>
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<td>3’x 3’ sheet</td>
<td>6.60</td>
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<td>3’x 4’ sheet</td>
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<tr>
<td>3’x 5’ sheet</td>
<td>11.00</td>
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<tr>
<td>CD-ROM</td>
<td>1.00</td>
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<tr>
<td>Cassette tape</td>
<td>5.00</td>
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</table>
Payment of the copying fee (and postage fee, if applicable) must be made first, before the Department will prepare a copy of a record. Payments must be made through the DCP Bookstore, either in person or via the “DCP Bookstore Order Form”, which may be downloaded from DCP’s website (www.nyc.gov/dcp) and mailed or faxed as indicated below:

Dept. of City Planning Bookstore
22 Reade Street
New York, New York 10007
First floor, at entrance
Open Monday 12:00pm to 4:00pm and
Wednesday 10:00am to 1:00pm
Tel: 212-720-3667
Fax: 212-720-3646

5. **Appeal**: When a request for access has been denied in writing in whole or in part by the Records Access Officer, the requesting party may appeal the decision to the appeal officer within 30 days of the denial. An appeal shall be in writing, addressed to the appeal officer, and shall include the date of the request, the date of the denial, the records which were requested, and the name and address of the requesting party.

6. **Appeal Officer**: The appeal officer for DCP is:

   Anita Laremont, Esq.
   General Counsel
   Dept. of City Planning
   22 Reade Street, 2N
   New York, New York 10007
   Tel: (212) 720-3400
   Fax: (212) 720-3303