AGENCY DESCRIPTION
DCP promotes housing production and affordability, fosters economic development and coordinated investments in infrastructure and services, and supports resilient, sustainable communities across the five boroughs for a more equitable New York City. DCP’s contributions toward development of the 10-year Capital Strategy will ensure investments in New York City’s neighborhoods align strategic planning priorities with community needs.

Under Housing New York: A Five-Borough, Ten Year Plan, the Department will lead coordinated, ground up neighborhood planning studies and advance regulatory changes—including mandatory inclusionary housing in newly rezoned areas—to promote more economically diverse communities and housing opportunities for New Yorkers at all income levels. Through inclusive community development initiatives with stakeholders, DCP will expand access to quality jobs and services, and stimulate economic development benefitting all New Yorkers. In addition, DCP is committed to expanding public access to land use, housing and population data and planning resources through its online Community Portal, as well as to support informed participation by New Yorkers in neighborhood planning and land use review processes.

In addition, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications for a variety of discretionary approvals. The Department also assists both government agencies and the public by advising on strategic and capital planning and providing policy analysis, technical assistance and data relating to housing, transportation, community facilities, demography, zoning, urban design, waterfront areas and public open space.

DIVISION DESCRIPTION
The Technical Review Division (TRD) reviews all Uniform Land Use Review Procedure (ULURP) applications submitted to the Department of City Planning (DCP) relating to requests for changes in the City Map, selection of sites for public facilities, zoning changes and special permits. The division is also responsible for maintenance of the City Map, updating of the Zoning Map and a range of technical, administrative and engineering tasks related to the analysis, design and review of changes to the City Map and Zoning Map.

The Technical Review Division of the Department of City Planning is looking for an intern to assist the Management, as well as the Zoning Team.

INTERNSHIP RESPONSIBILITIES
The intern will work closely with members of the Zoning Team to assist in the review of ULURP and non-ULURP applications. The intern will attend high level meetings with applicants and senior DCP staff. They will also assist in Project Management Workflow, Zoning Inquiries, and Archival Zoning Forensics. This is an incredible opportunity to gain experience with the NYC Zoning Resolution, Technical Review of ULURP Applications and Project Management.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY
- Undergraduate/graduate students with focus or interest in city planning, geography, GIS, urban design, architecture, environmental studies, public policy, or related fields.
- Interest in urban planning and geography are a plus.
- Demonstrated written and oral communication skills.
- An ability to work independently and to complete assignments in a timely fashion.
COMPENSATION
Unpaid, potential academic credit

START DATE
Monday, June 8, 2015

SCHEDULE
At least 20 hours per week, days flexible

INTERNSHIP DURATION
Approximately 8 weeks, flexible

HOW TO APPLY
Send cover letter and resume to jmirag@planning.nyc.gov and cc: dcprecruit@planning.nyc.gov. Only candidates under consideration will be contacted.

APPLICATION DEADLINE
Until filled


THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAM IS AVAILABLE IN THE PERSONNEL MANAGEMENT DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.