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Mayor

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Commissioner

## Brooklyn Borough Office Pilots a Zoning Review Program For Professionally Certified Applications

**August 30, 2006**

**Effective September 5<sup>th</sup>** the Brooklyn Borough Office will begin a pilot program that requires a review of all New Building (NB) and Alteration Type 1 (Alt 1) applications submitted under the Professional Certification Program. The goal of the pilot is to perform an initial review of the plans to identify potential zoning problems prior to completion of data entry and the issuance of permits and to continue our efforts to ensure compliant development.

The expected turnaround time for the pilot review is two business days.

The initial review will focus on compliance with the Zoning Resolution and will include pre-screening checks on:

- Open Space and Floor Area
- Density
- Lot Area and Lot Width
- Required Yards
- Height and Setback

Upon receipt of payment, professionally certified jobs will be data entered and forwarded to a Plan Examiner for the pilot review. If no objections are found, the job will be approved and the job folder will be returned to the Record Room within 48 hours.

If there are objections, the examiner will disapprove the job, record the objection(s) in the job folder and return the job folder to the Record Room. The applicant may resubmit the application with corrections or schedule an appointment with the appointed Plan Examiner to review the objections. To schedule an appointment with a Plan Examiner, you can fax a request form ([PER-8](#)) to the Borough Office at (718) 802-3969 or drop it off with a Borough PENS coordinator.

**Note:** In addition to the initial pilot review, the Department will continue to select 20% of all Professionally Certified applications for audit within 10 days of the initial permit issuance.