

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: January 26, 1973

TO: Borough Superintendents

FROM: Thomas V. Burke, Director of Operations


SUBJECT: Procedures Concerning Filing of Applications and
Payment of Fees in Urban Renewal Areas.

When architects file plans for redevelopment parcels in approved urban renewal project areas, the sponsors for such parcels will sign the Owner's Authorization, even though in most cases the parcels have not as yet been conveyed by the city.

In such cases, the sponsor will pay the usual Building Department filing fees. Later, after mortgage closing, the contractor will obtain the permit and will complete payment of the filing fee and will pay the Sanitation Department fee.

Where architects are retained by the Housing and Development Administration under certain projects, the Development Department will file as owner, and no Building Department filing fee shall be charged. When a housing company or other private sponsor takes over the project at mortgage closing, the filing fee will become payable. Also, the building contractors will be required to obtain the construction permits and pay the remaining Building Department and Sanitation Department fees.

The Development Department will notify the Borough Superintendent as soon as the housing company or other private sponsor has taken over the project, so that the appropriate fees may be collected from such housing company or sponsor.


Thomas V. Burke
Director of Operations

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CC: Exec. Staff
Joseph J. Christian, Comm.,
Dept. of Development

755