



DEPARTMENT OF BUILDINGS
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Issuance #388

OPERATIONS
POLICY AND PROCEDURE NOTICE #30/92

To: Distribution
From: Stewart D. O'Brien
Date: December 9, 1992 *12/9/92 SDO*
Subject: Department of Buildings Documentation Required by the Department of Finance for Final Tax Lots

Purpose: To simplify the procedure for demonstrating certification of a subdivision by the Department of Buildings to the Department of Finance, pursuant to Local Laws 7, 8 and 9 of 1981.

Effective: Immediately

Reference: Memorandum of February 9, 1981 entitled "Subdivision of Lots" by Commissioner Irwin Fruchtman, P.E. (See Departmental Directives and Memorandum, volume 12, pages 1756 and 1757.)

Specifics: This procedure applies only to obtaining final tax lots for property undergoing subdivision. If an applicant desires tentative tax lots, no filing is required at the Department of Buildings. The applicant applies directly to the Finance Department.

Additionally, applicants are reminded to check with the Finance Department regarding its requirements, e.g., a survey, for final tax lot number issuance.

I. Improved Property -

To subdivide improved property into separate lots, an application for subdivision (PW-1, Job Type: Subdivision, *improved*) must be filed with the Department of Buildings for each new lots. (In conjunction with the subdivision, a PW-1, Job Type: ALT-1 also must be filed to

obtain a current Certificate of Occupancy with the revised meets and bounds of the original lot.) Copies of the subdivision applications approved by this agency must be submitted to the Department of Finance in order to obtain final tax lots.

II. Unimproved Property -

A) Tract Housing: Filing New Building (NB) Applications On Unimproved Land

The filing of separate subdivision filings with the Department of Buildings in order to obtain final tax lots for unimproved property is no longer required when individual NBs are being filed. Instead, the Department of Finance will accept a copy of each approved New Building application (PW-1, Job Type: New Building) or a copy of each temporary Certificate of Occupancy (C of O) as evidence of this agency's approval of the subdivision(s).

B) Vacant Land: Dividing Unimproved Land With No New Building Applications Being Filed

The Department of Finance does not require an applicant to submit evidence of the certification or approval of the subdivision (for example, a PW-1 or Certificate of Occupancy) from the Department of Buildings in order to obtain final tax lots for unimproved land.