

# WEST 254<sup>TH</sup> STREET IMPROVEMENTS

## PROJECT INTRODUCTION & STREET ACQUISITION

CAPITAL PROJECT ID: HWX406 / SEX002274

Prepared By:

Program Management – Property Acquisition Unit

DECEMBER 2025

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# OVERVIEW

1. Project Description
2. Project Design
3. Street Acquisition and Map Details
4. City-Owned Street & Encroachment Impacts
5. Acquisition Process Through Eminent Domain
6. Project Schedule and Acquisition Milestones
7. Acquisition Notice Examples
8. Office of Community Outreach Information

# PROJECT LIMITS

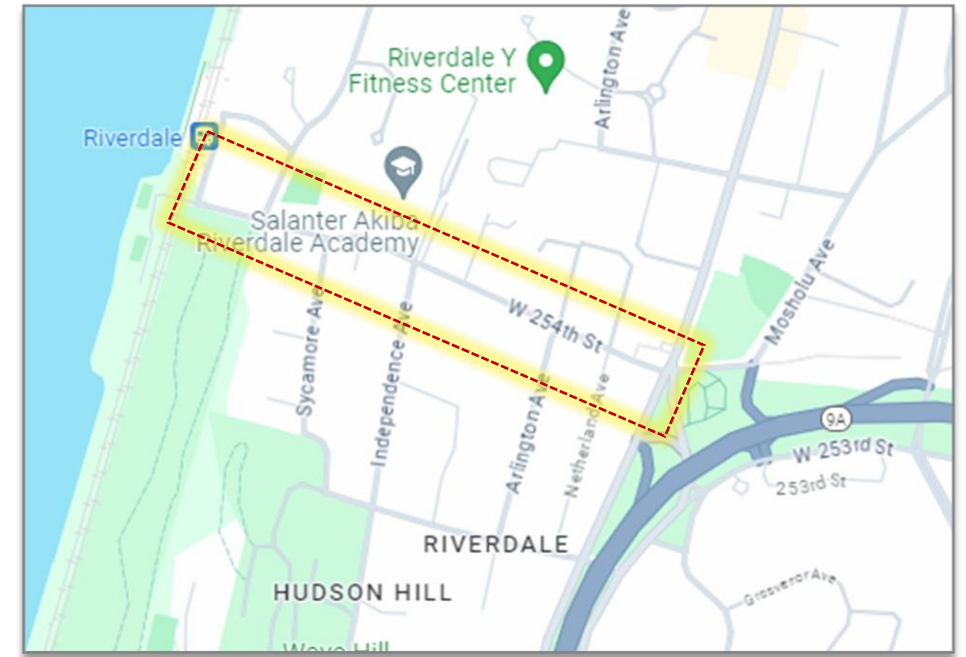
## School Safety Capital Project

**Improve pedestrian safety and accessibility near two schools and Metro-North Station.**

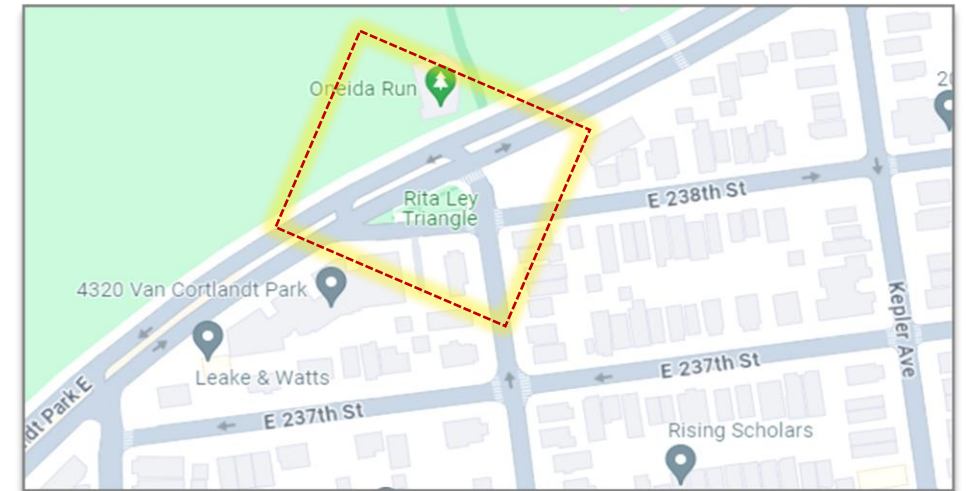
- Salanter Akiba Riverdale (SAR) Academy on West 254<sup>th</sup> Street
- Judith K. Weiss Woodlawn School (P.S. 19) on East 237<sup>th</sup> Street

## Project Locations

- Location 1 – West 254<sup>th</sup> Street from Railroad Terrace to Riverdale Avenue, Palisade Avenue from West 254<sup>th</sup> Street to West 255<sup>th</sup> Street
- Location 2 – Van Cortlandt Park East and East 238<sup>th</sup> Street



Location 1 – West 254<sup>th</sup> Street from Railroad Terrace to Riverdale Avenue



Location 2 – Van Cortlandt Park East and East 238<sup>th</sup> Street

# PROPOSED PROJECT GOAL

## West 254<sup>th</sup> Street from Railroad Terrace to Arlington Avenue

### Capital Project Improvements

- Streetscape amenities – street trees, planting strip (street tree removals and plantings)
- Upgraded infrastructure - street lighting, signage
- No reduction in traffic flow capacity



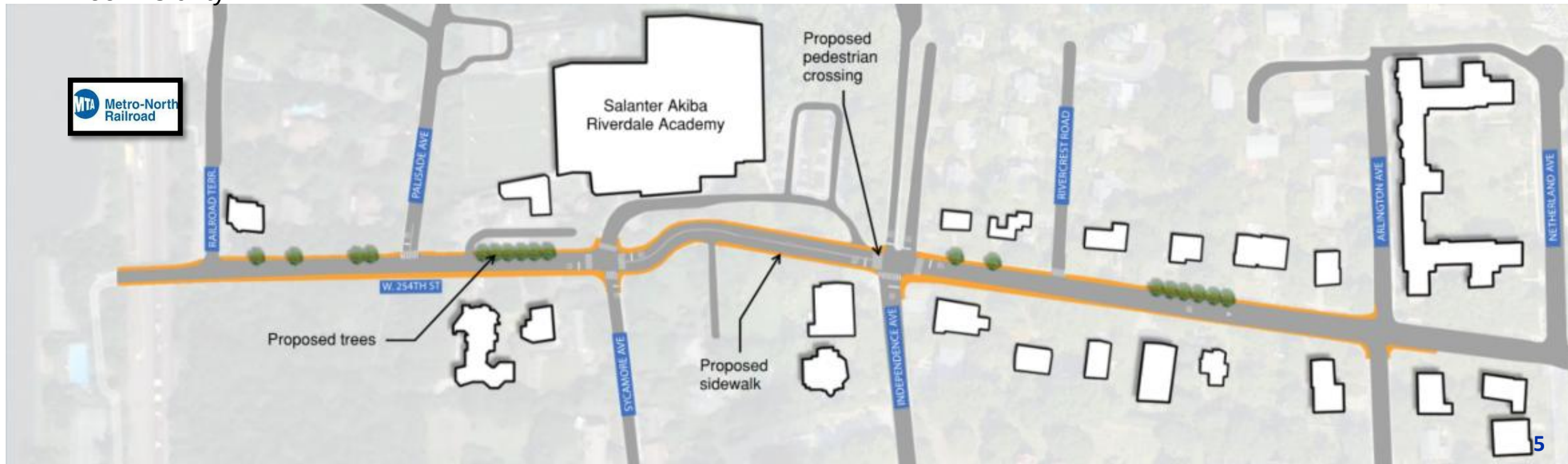
# PROPOSED DOT PROJECT - West 254<sup>th</sup> Street from Railroad Terrace to Arlington Avenue

## Existing Street Conditions

- West 254<sup>th</sup> Street is used by SAR Academy students to access school
- West 254<sup>th</sup> Street also leads into the Metro-North Riverdale Train Station
- Missing sidewalks and curbs
- Poor roadway surfaces
- Lack of ADA compliant pedestrian ramps
- Poor visibility

## DOT Capital Project Improvements

- Full roadway reconstruction with one 12 ft travel lane in each direction
- Continuous 5' to 8' sidewalks on both roadway sides
- ADA compliant pedestrian ramps and crosswalks



# PROPOSED DEP PROJECT - West 254<sup>th</sup> Street from Railroad Terrace to Riverdale Avenue

## Existing Sewer and Watermain Conditions

- Water main installed in the 1920s showing signs of aging
- Existing sewers exhibit cracks and defects
- Undersized sewers on West 254<sup>th</sup> Street
- Undersized sewer on Palisade Avenue

## DEP Sewer and Water Main Improvements

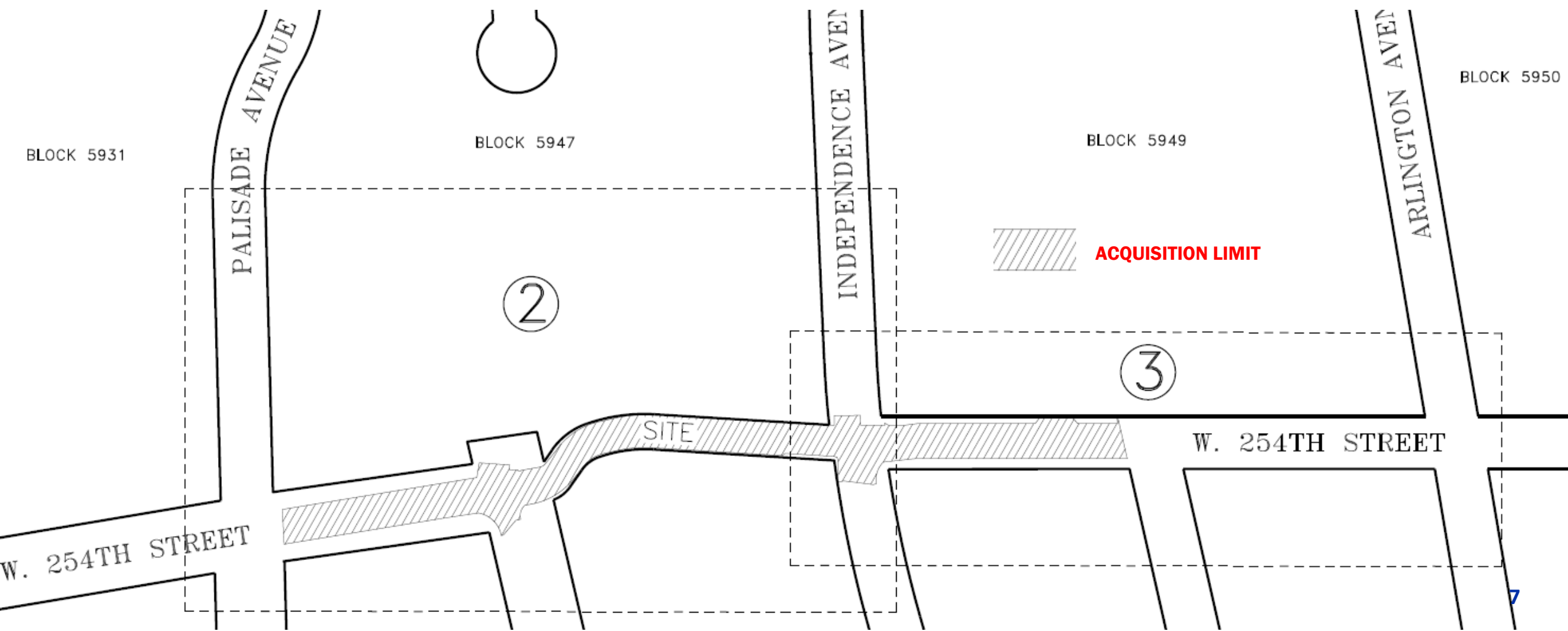
- Water main replacement and upsize for 3200 LF from Railroad Terrace to Riverdale Avenue
- New sanitary and storm sewers, both spanning approximately 1300 LF from Palisade Avenue to east of Rivercrest Road
- New sewer for 450 LF on Palisade Avenue from West 254<sup>th</sup> Street to West 255<sup>th</sup> Street
- New catch basins and green infrastructure practices for capturing stormwater



# STREET ACQUISITION

City is acquiring W. 254<sup>th</sup> Street, extending from Palisade Avenue to Blackstone Avenue, along with portions of Block 5947, Lot 1, 5949, Lots 265, 268 & 271 and Block 5942, Lot 298, Block 5939, Lots 399 & 410 and Block 5937, Lot 493 with a total of 1,654 square feet.

This acquisition is necessary to accommodate the construction of a new street alignment, which extends beyond the existing roadway, curbs and sidewalks. As part of the acquisition, portions of lots and any private improvements which the mapped street right-of-way may be impacted.



# STREET ACQUISITION

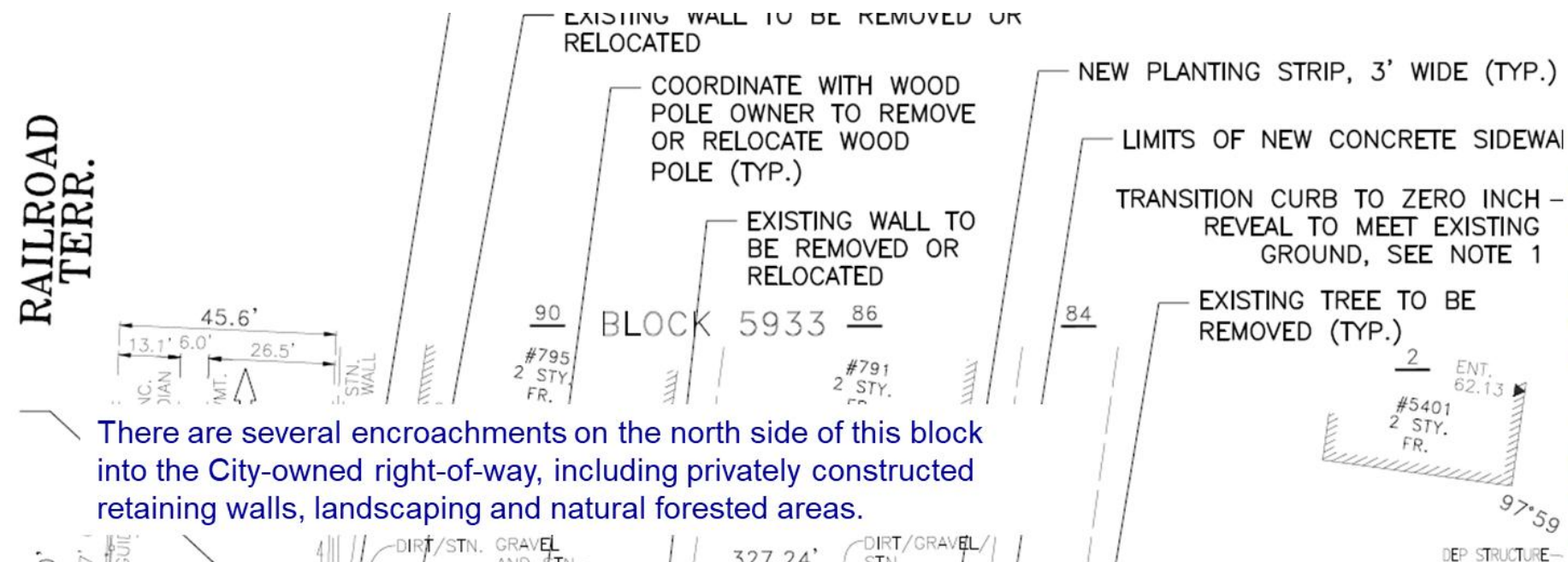
City is acquiring portions of lots along W. 254th Street, extending from Independence Avenue to Blackstone Avenue.

The image below shows the street acquisition limits on the Damage and Acquisition Map, highlighting the portions of lots being acquired.

A table on the right provides property details along with the square footage of the area being acquired.

| DAMAGE<br>PARCEL<br>NO. | BLOCK NO. | LOT NO. | REPUTED OWNER(S)                                    | AREA IN SQ. FEET |           |
|-------------------------|-----------|---------|-----------------------------------------------------|------------------|-----------|
|                         |           |         |                                                     | TAKEN            | REMAINING |
| 1                       | 5947      | 1       | SAR ACADEMY                                         | 460              | 211,535   |
| 2-1                     | 5949      | 271     | SAFDIE, ABRAHAM<br>HALVEY, JENNA                    | 4                | 7,756     |
| 2-2                     |           |         |                                                     | 96               |           |
| 3                       | 5949      | 268     | SCHORR JUDAH                                        | 302              | 8,006     |
| 4                       | 5949      | 265     | NORINSBERG, JON                                     | 368              | 9,663     |
| 7                       | 5942      | 298     | R SCHWARTZ                                          | 179              | 10,949    |
| 8                       | 5939      | 410     | 5297 LLC                                            | 3                | 30,133    |
| 9                       | 5939      | 399     | MARTIN, Yael     MARTIN, JONATHAN<br>SCHILLER, Yael | 18               | 14,396    |
| 10                      | 5937      | 493     | WALTERS, SUZANNE                                    | 224              | 7,854     |
| TOTAL:                  |           |         |                                                     | 1,654            |           |



RAILROAD  
TERR.

There are several encroachments on the north side of this block into the City-owned right-of-way, including privately constructed retaining walls, landscaping and natural forested areas.

Certain segments within the project limits that are within City-owned streets.

The westernmost block, extending from Palisade Avenue to Railroad Terrace, was deeded to the City in 1942 with a width of 80 feet.

The easternmost block, extending from Blackstone Avenue to Arlington Avenue, was deeded to the City in 1960 with a width of 60 feet.



**NORTH SIDE OF W. 254<sup>TH</sup> STREET FROM PALISADE AVENUE TO RAILROAD TERRACE**

## BPO STREET LEGAL STATUS MAP

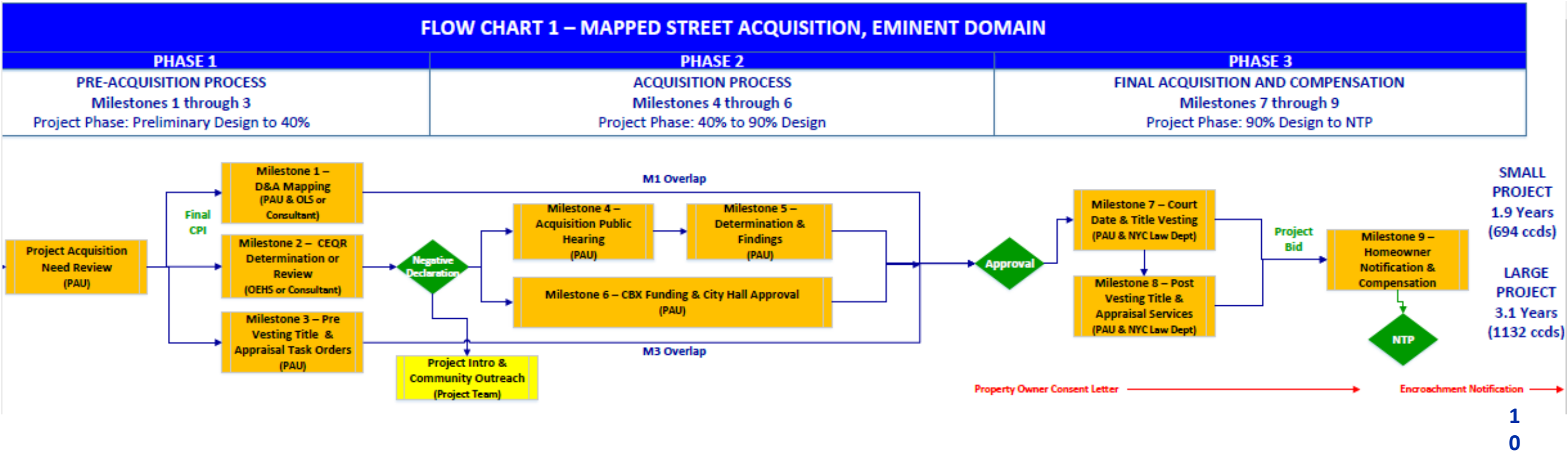
# ACQUISITION MILESTONES AND SCHEDULE

Acquisition is currently at Milestone 1 – Damage & Acquisition (D&A) mapping and Milestone 2 – City Environmental Quality Review (CEQR) determination process.

Completion of the acquisition process can take approximately two (2) years.

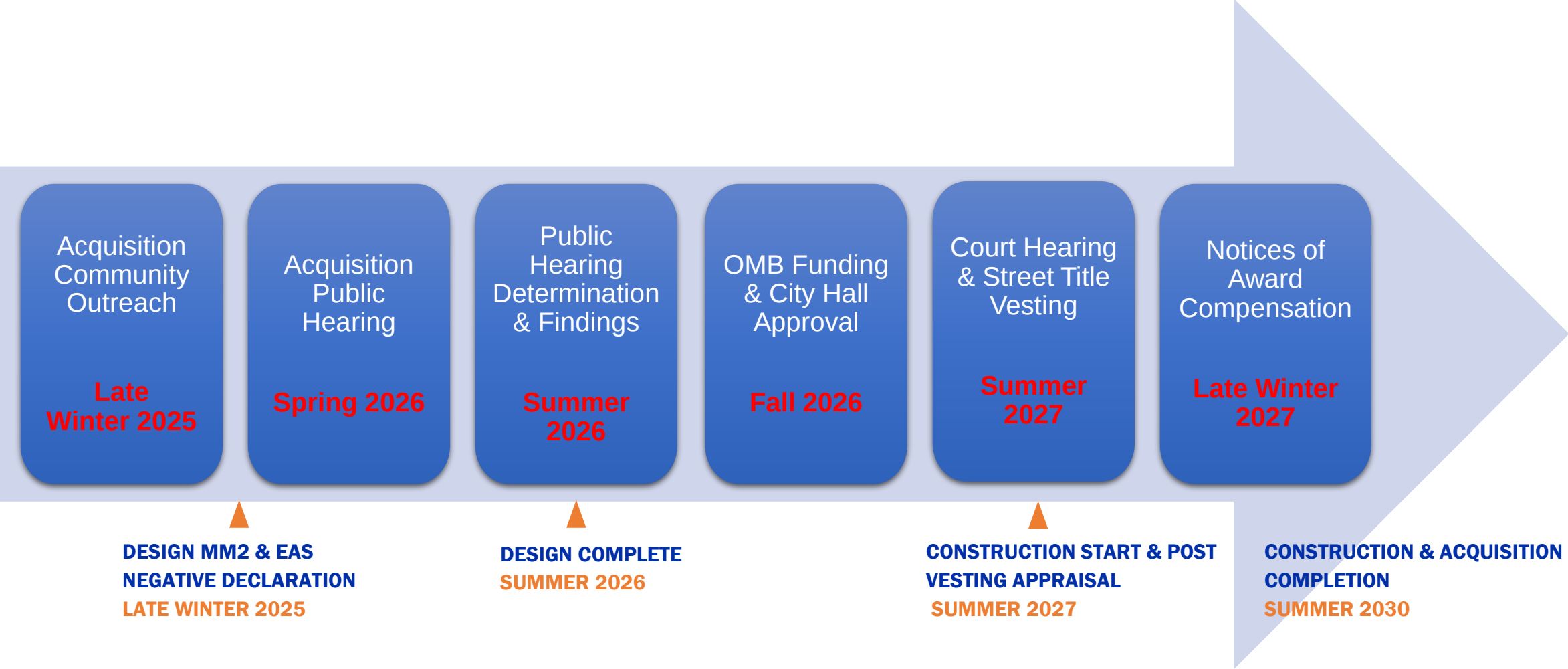
Prior to the required public hearing for street eminent domain, DDC will conduct a comprehensive community outreach program for adjacent property owners within the acquisition limit.

The community outreach will include introducing the project and presenting the acquisition details to ensure clear communication and address any concerns.



# ACQUISITION SCHEDULES

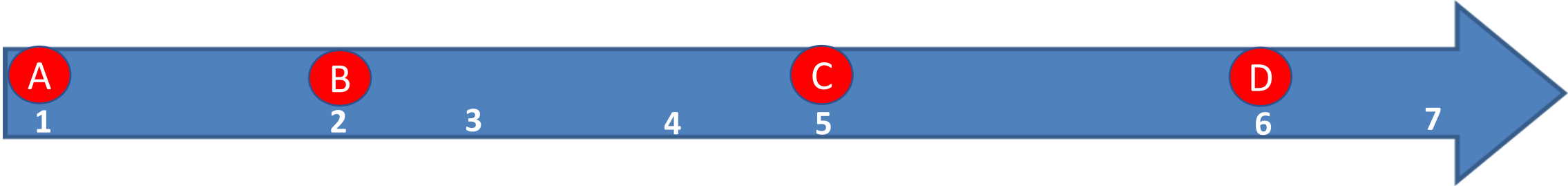
Acquisition process milestones and projected schedule, which is subject to change.



# ACQUISITION MILESTONES AND NOTICES EXAMPLE

## Acquisition Milestones:

- A. Community Outreach**  
Late Winter 2025
- B. Public Hearing**  
Spring 2026
- C. Street Title Vesting**  
Summer 2027
- D. Compensation Award**  
Late Winter 2027



## Notices Timeline:

- 1. Community Presentation**  
Late Winter 2025
- 2. Public Hearing Notice**  
Slide 11 Example
- 3. D&F Notice**  
Slide 11 Example
- 4. Court Hearing Notice**  
Slide 12 Example
- 5. Street Title Vesting Notice**  
Slide 12 Example
- 6. Compensation Award Notice**  
Slide 13 Example
- 7. Encroachment Removal Notice**  
Slide 15 Example

*Note: Projected milestone schedule is subject to change.*

# ACQUISITION PUBLIC HEARING NOTICE AND DETERMINATION & FINDINGS

**THE CITY OF NEW YORK**  
**DEPARTMENT OF DESIGN + CONSTRUCTION**

PLEASE TAKE NOTICE, that in accordance with Section 201-204 (inclusive) of the New York State Eminent Domain Procedure Law ("EDPL"), a public hearing will be held by the City of New York, acting by and through its Department of Design and Construction, in connection with the acquisition of certain portions of properties for roadway improvements in the southeastern section of the Rosedale Area (Capital Project HWQ274F2) in the Borough of Queens.

The time and place of the hearing are as follows:

**DATE:** February 24, 2022  
**TIME:** 6:00 PM  
**LOCATION:** 145-45 156<sup>th</sup> Street, Second Floor  
Jamaica, NY 11434

Please note that you may also join this hearing virtually through Microsoft Teams by visiting our website at <https://www1.nyc.gov/site/ddc/projects/acquisition-events.page> for the link to the Capital Project HWQ274F2 – Rosedale Area, Phase 2 public hearing at the above scheduled date and time.

The purpose of this hearing is to inform the public of the proposed acquisition and its impact on the properties listed below to review the public use to be served by the project, and the impact on the environment and residents. The scope of this Capital Project within the acquisition area will include the reconstruction of roadways, sidewalks and curbs, pedestrian ramps, storm sewers, sanitary sewers, and water mains.

The properties proposed to be acquired are within the acquisition limits shown on Damage and Acquisition Map No. 5867, dated 4/10/2020, as follows:

- Hook Creek Boulevard from a point approximately 98 feet south of 257<sup>th</sup> Street to 149<sup>th</sup> Avenue,
- Frankton Street from 145<sup>th</sup> Avenue to dead end (Nassau County line),
- 145<sup>th</sup> Avenue from Francis Lewis Boulevard to dead end (Nassau County line),
- Hungry Harbor Road from Hook Creek Boulevard to dead end (Nassau County line),
- Francis Lewis Boulevard from a point approximately 100 feet West of 257<sup>th</sup> Street to 148<sup>th</sup> Avenue,
- 148<sup>th</sup> Avenue from Hook Creek Boulevard to 259<sup>th</sup> Street,
- 148<sup>th</sup> Drive from Hook Creek Boulevard to 259<sup>th</sup> Street,
- 259<sup>th</sup> Street from 147<sup>th</sup> Street to 148<sup>th</sup> Avenue,
- 147<sup>th</sup> Road from Francis Lewis Boulevard to 258<sup>th</sup> Street,
- 147<sup>th</sup> Drive from Francis Lewis Boulevard to 257<sup>th</sup> Street, and
- 149<sup>th</sup> Road from 262<sup>nd</sup> Street to a point approximately 133 feet west of 262<sup>nd</sup> Street.

The properties proposed to be acquired include the following locations, as shown on the Tax Map of the City of New York for the Borough of Queens:

| BLOCK #: | PART OF LOT #:                                                                                                                       |
|----------|--------------------------------------------------------------------------------------------------------------------------------------|
| 13588    | 65                                                                                                                                   |
| 13589    | 48, 50                                                                                                                               |
| 13601    | 1, 4, 7, 10, 13, 15, 23, 25, 27, 29, 35, 67                                                                                          |
| 13602    | 1, 18, 20                                                                                                                            |
| 13603    | 59, 61                                                                                                                               |
| 13631    | 1                                                                                                                                    |
| 13632    | 1, 5                                                                                                                                 |
| 13633    | 1, 15                                                                                                                                |
| 13663    | 35, 38, 40, 41, 43, 46                                                                                                               |
| 13670    | 2, 5, 6, 8, 9, 12, 14, 15, 17, 19, 22, 24, 26, 28, 45, 48, 50, 53, 57, 59                                                            |
| 13671    | 36, 40, 42, 44, 46, 49, 52, 54, 55, 56, 58, 62, 63, 64                                                                               |
| 13681    | 33, 38, 39, 42, 43, 45, 47, 49, 50, 55, 154                                                                                          |
| 13682    | 4, 16, 46, 154, 156, 159, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018 |

**THE CITY OF NEW YORK - PUBLIC NOTICE**

**DETERMINATION AND FINDINGS BY  
THE CITY OF NEW YORK PURSUANT TO SECTION 204 OF  
THE NEW YORK STATE EMINENT DOMAIN PROCEDURE LAW**

Whereas, the New York City Department of Design and Construction, on behalf of the New York City Department of Transportation, and the City of New York ("the City"), has proposed the acquisition of certain properties for roadway improvements at the southeastern section of the Rosedale area (Capital Project HWQ274F1- Phase I); and

Whereas, the New York State Eminent Domain Procedure Law ("EDPL") sets forth uniform procedures for condemnations by municipalities throughout the State of New York, which also governs over this acquisition; and

Whereas, pursuant to the EDPL, the City is required to hold a public hearing to determine whether the public would be better served by the proposed acquisition of the above-mentioned properties and the impact of such an acquisition on the neighborhood where the project is to be constructed; and

Whereas, the City held a public hearing pursuant to EDPL Section 204 in relation to this acquisition on March 27, 2018 in the Borough of Queens. Having given due consideration to the complete hearing record, which includes, among other things, all documents submitted and all public comments, the City makes the following determination and findings concerning the above and below described acquisition and project:

1. The public use and benefit of this project is for the reconstruction of streets in Rosedale area, including sewer, water main, street lighting and traffic work in the Borough of Queens (the "Project").
2. The properties proposed to be acquired are within the acquisition limits shown on Damage and Acquisition Map. No. 5855 as follows:

- The bed of Hook Creek Boulevard from 253<sup>rd</sup> Street to a point approximately 105 feet south of 257<sup>th</sup> Street,
- The bed of 139<sup>th</sup> Avenue from 254<sup>th</sup> Street to Hook Creek Boulevard,
- The bed of 255<sup>th</sup> Street from Francis Lewis Boulevard to dead end (Nassau County line),
- The bed of 256<sup>th</sup> Street from Francis Lewis Boulevard to dead end (Nassau County line),
- The bed of 257<sup>th</sup> Street from Francis Lewis Boulevard to dead end (Nassau County line), and
- The bed of Francis Lewis Boulevard from 254<sup>th</sup> Street to a point approximately 100 feet south of 257<sup>th</sup> Street.

The properties (Blocks and Lots) affected include the following locations, as shown on the Tax Map of the City of New York for the Borough of Queens:

| BLOCK #:                                                                                                                                                                                           | PART OF LOT #:                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 13627                                                                                                                                                                                              | 1, 2, 3, 4, 6, 8, 45, 47, 49, 56, 58, 60, 62, 67, 68, 69 |
| 13629                                                                                                                                                                                              | 14                                                       |
| 13631                                                                                                                                                                                              | 5                                                        |
| 13603                                                                                                                                                                                              | 6                                                        |
| 13604                                                                                                                                                                                              | 17, 21, 22, 24                                           |
| 13605                                                                                                                                                                                              | 1, 34                                                    |
| 13606                                                                                                                                                                                              | 28, 34                                                   |
| 13589                                                                                                                                                                                              | 42                                                       |
| 13590                                                                                                                                                                                              | 27, 33, 34, 36                                           |
| 13591                                                                                                                                                                                              | 23, 25, 27, 29                                           |
| The beds of Hook Creek Boulevard, 139 <sup>th</sup> Avenue, 255 <sup>th</sup> Street, 256 <sup>th</sup> Street, 257 <sup>th</sup> Street, and Francis Lewis Boulevard are proposed to be acquired. |                                                          |

- The adjacent Blocks and Lots affected include the following locations, as shown on the Tax Map of the City of New York for the Borough of Queens:

| ADJACENT BLOCK #: | ADJACENT LOT #:                                                                                         |
|-------------------|---------------------------------------------------------------------------------------------------------|
| 13627             | 1, 2, 3, 4, 6, 8, 47, 49, 56, 58, 60, 62, 67, 68, 69                                                    |
| 13629             | 1, 4, 6, 9, 11, 19, 21, 23, 25                                                                          |
| 13630             | 3, 5, 7, 9, 12, 15, 17, 19, 21, 23                                                                      |
| 13631             | 5, 9, 11, 13, 15                                                                                        |
| 13603             | 6, 8, 12, 14, 15, 17, 19, 21, 23, 25, 28, 29, 31                                                        |
| 13604             | 1, 6, 8, 10, 14, 15, 17, 21, 22, 24, 26, 28, 30, 34, 36, 39, 42, 43, 45, 46, 56, 58, 62                 |
| 13605             | 1, 4, 6, 10, 11, 13, 16, 18, 19, 21, 23, 24, 27, 28, 31, 32, 34, 35, 36, 39, 40, 42, 46, 47, 50, 52, 56 |
| 13606             | 1, 3, 5, 6, 7, 28, 34, 36, 39, 40, 42, 44, 45, 47, 50, 52, 53                                           |
| 13607             | 27                                                                                                      |
| 13616             | 1, 2, 4, 5, 8, 9, 14                                                                                    |
| 13589             | 38, 41, 42                                                                                              |
| 13590             | 27, 33, 34, 36, 41, 43                                                                                  |
| 13591             | 23, 25, 27, 29                                                                                          |

The City selected these locations based on the need for the reconstruction of streets in Rosedale area including installation of new storm sewer to alleviate flooding and chronic ponding in the area, sanitary sewers extension and replacement, replacement distribution water main, street lighting and traffic work together with all work incidental thereto.

The general effect on the neighborhood will be to improve current living conditions. The New York City Department of Design and Construction conducted an environmental review of the proposed property acquisition locations in accordance with New York City Environmental Quality Review process (CEQR No. 12DOT001Q). The New York City Department of Transportation as lead agency determined that the proposed project would not have a significant effect on the environment and published a Negative Declaration on February 7, 2012.

Comments and concerns raised by the property owners at the public hearing and through subsequent written submissions have been reviewed by the City. Property owners inquired generally as to the Project's duration and construction schedule, preventative measures regarding vermin arising from construction, and the effect

**NOTE: Examples include the first page of document for visual only.**

# NYC LAW DEPARTMENT COURT AND VESTING NOTICES

**FILED: RICHMOND COUNTY CLERK 01/05/2021 10:57 AM**  
NYSCEF DOC. NO. 6

INDEX NO. CY4501/2021  
RECEIVED NYSCEF: 01/05/2021

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF RICHMOND – 1A PART 89

In the Matter of the Application of the CITY OF NEW YORK  
Relative to Acquiring Title in Fee Simple to Property located  
in Staten Island, including Parts of the bed of

**WEST CASTOR PLACE**

from Alverson Avenue to Powell Street; McBaine Avenue  
from Alverson Avenue to a Point Approximately 200' West  
therefrom; Alverson Avenue from Woodrow Road to Correl  
Avenue; Gilroy Street from Woodrow Road to West Castor  
Place.

**NOTICE OF PETITION**

Index No. CY

**PLEASE TAKE NOTICE** that the City of New York (the "City") intends to  
make an application to the Supreme Court of the State of New York, Richmond County, 1A Part  
89, for certain relief.

Due to the ongoing COVID-19 public health emergency, the hearing for this  
matter will not be held in person at the Kings County Courthouse, located at 360 Adams Street,  
in the Borough of Brooklyn, City and State of New York, but rather will be held virtually and on  
telephone via Microsoft Teams on February 24, 2021 at 10:00 A.M., or as soon thereafter as  
counsel can be heard. To receive a link and/or phone number to attend the virtual hearing please  
contact Court Secretary Elizabeth Correa directly at [ecorrea@nycourts.gov](mailto:ecorrea@nycourts.gov), prior to the hearing.

The application is for an order:

- a) authorizing the City to file an acquisition map in the Richmond County Clerk's

Office;

**NOTE: Examples include the first page of document for visual only.**

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF RICHMOND I.A.S. PART 89

In the Matter of the Application of the CITY OF NEW  
YORK Relative to Acquiring in Fee Simple Absolute to all  
or parts of

**GRANTWOOD AVENUE and the intersection of  
SHELDON AND BELFIELD AVENUES**

located in the area generally located at Grantwood Avenue  
between Sheldon Avenue and Rensselaer Avenue and  
between Rensselaer Avenue and Rathbun Avenue as well  
as the intersection of Sheldon Avenue and Belfield Avenue  
in the Borough of Staten Island, City and State of New  
York.

**NOTICE OF  
ACQUISITION**

Index No. CY 4512/2018

**PLEASE TAKE NOTICE**, that by order of the Supreme Court of the State of  
New York, County of Richmond, 1A Part 89 (Hon. Wayne Saitta, J.S.C.), duly entered in the  
office of the Clerk of the County of Richmond on October 31, 2018 ("Order"), the application of  
the City of New York to acquire certain real property, for the reconstruction of storm and  
sanitary sewers, water mains and appurtenances, and to have the compensation was granted and  
the City was thereby authorized to file an acquisition map with the Clerk of Richmond County.  
Said map, showing the property acquired by the City, was filed with the Clerk of Richmond  
County. Title to the real property vested in the City of New York on November 1, 2018.

**PLEASE TAKE FURTHER NOTICE**, that the City has acquired the following  
parcels of real property as more particularly described in the Order and shown on the Damage  
and Acquisition map for this proceeding:

# NYC LAW DEPARTMENT COMPENSATION NOTICE EXAMPLE



ZACHARY W. CARTER  
Corporation Counsel

THE CITY OF NEW YORK  
**LAW DEPARTMENT**  
100 CHURCH STREET  
NEW YORK, N.Y. 10007-2601

February 27, 2017

Ozone Park, NY 11417

Re: Pitkin Avenue from Cross Bay Blvd to 97<sup>th</sup> Street (Street Widening);  
Index#: 2334/2014  
NYC Law Dep't Matter No. 2013-015729

Dear \_\_\_\_\_ :

This letter is being written to you because you are the former owner of property, or a portion of property, that was acquired by the City of New York in the above referenced condemnation proceeding, or because you are an attorney representing the former owner of such property.

The New York City Law Department has authorized the Office of the Comptroller of the City of New York ("the Comptroller") to issue a payment for the Street Widening property that was taken, subject to a possible effective dollar clause. This payment is the market value as of May 5, 2014 of the property that was taken by eminent domain, based upon an appraisal that that was prepared for the City. **However, before a check can be issued, two separate requirements must be met.**

## The First Requirement

A "SUBSTITUTE FORM W-9" must be completed and submitted to the Comptroller. A copy of this form is included with this mailing. Please note that if the property is owned by more than one person or entity, each owner must complete and submit a "SUBSTITUTE FORM W-9."

The form must be completed and submitted to the following address:

Condemnation Unit  
Bureau of Accountancy  
Office of the Comptroller

1 Centre Street, Room 200S  
New York, NY 10007

THE CITY OF NEW YORK  
OFFICE OF THE COMPTROLLER  
BUREAU OF ACCOUNTANCY  
CONDEMNATION UNIT, ATTN: LEONEL FERREIRA  
1 CENTRE STREET, ROOM 200-S  
NEW YORK, N.Y. 10007-2341

SCOTT STRINGER  
COMPTROLLER

## NOTICE OF CONDEMNATION ADVANCE PAYMENT OR AWARD

MARCH 28, 2017

TO:

FROM:

SUBJECT: PITKIN AVENUE FROM CROSS BAY BLVD TO 97TH STREET, ET AL.

Parcel:

Block:

Lot:

Interest

Principal:

Dept. of Finance  
Assignment:

Water Board Assignment:

Other Voucher Assign Amt:

Total Proceeding:

**PLEASE TAKE NOTICE THAT** a condemnation award is now available for payment at the Office of the Comptroller for the above referenced property.

1. **NO PAYMENT WILL BE MADE UNLESS TITLE HAS BEEN PROVEN, AND ALL OBJECTIONS TO TITLE HAVE BEEN CLEARED.** In order to prove title and clear title objections, please contact Natisha Rodney at 212-356-2125, or nrodney@law.nyc.gov, Tax & Bankruptcy Litigation Division, New York City Law Department, 100 Church Street, New York, NY 10007.
2. **NO PAYMENT WILL BE MADE UNLESS A "CONDEMNATION PROCEEDING SUBSTITUTE FORM W-9" HAS BEEN FILED** with the Office of the Comptroller, Bureau of Accountancy, Condemnation Unit, Attn: LEONEL FERREIRA, 1 Centre Street, Room 200-S, New York, NY 10007. Kindly complete the attached Substitute W-9 form if you have not done so already. IRS mandates if no taxpayer identification number has been furnished to the City, Backup Withholding of 28% will be applied to the Interest portion of award.
3. All payees must be present to pick up the payment. Payment will be delivered to a payee's attorney or representative if a valid Power of Attorney is presented; provided, however, that this provision shall not apply to corporations, trustees or executors. If the payee is a corporation, the corporation must be represented by an officer of the corporation who must present a Corporate Resolution (under the seal of the corporation) authorizing the officer to execute any and all papers required by the Comptroller for the payment of the award.
4. If an urban renewal site is involved, payment will not be made unless you first obtain a rent release from the Department of Housing Preservation and Development ("HPD"). In order to obtain a rent release from HPD, please contact Evelyn Cabrera, Director of Urban Renewal and Property Management, 100 Gold Street New York, NY 10038, Room 7-V5, (212) 863-7444 or cabrerae@hpd.nyc.gov.
5. Payment must be picked up **IN PERSON** and **BY APPOINTMENT ONLY** in Room 1200, 1 Centre Street, New York, NY 10007, **BEFORE 3:30 PM.** You must call (212) 669-2024/2105 **IN ADVANCE** for an appointment.

### FOR COMPTROLLER'S USE ONLY:

Vendor Code:

Interest Voucher No.:

Water Board Voucher No.:

Principal Voucher No.:

Dept. of Finance Voucher No.:

Other Voucher Assignment No.:

☐ Substitute Form W-9 needs to be submitted.

# ACQUISITION COMPENSATION

**The City is required to provide just compensation to property owners when it acquires properties and/or private improvements within the City's mapped street limits.**

- **Compensation can only be provided after title vests to the City.**
  - The impact and removal of private improvements may affect numerous homeowners on a typical street project.
  - DDC oversees the details and individualized processes, including property-owner title report searches, land appraisals, and fixture appraisals, which are necessary for assessing the compensation value for each property.
- **The City compensates private property owners as follows:**
  - Land is compensated at fair market value.
  - Encroachments of private improvements or fixtures are compensated at their depreciated value.

# DDC ENCROACHMENT NOTICE EXAMPLE



Eric C. Macfarlane, P.E.  
Deputy Commissioner  
Infrastructure

Dr. Feniosky Peña-Mora  
Commissioner

N. Venugopalan, P.E.  
Associate Commissioner  
Program Administration

December 18, 2017

CERTIFIED AND REGULAR MAIL  
RETURN RECEIPT REQUESTED

Removal of Encroachment: construction of Albert Road Area, Borough of Queens

Dear Sir /Madam:

## NOTICE

The New York City Department of Design and Construction (DDC) has begun construction under the above referenced project:

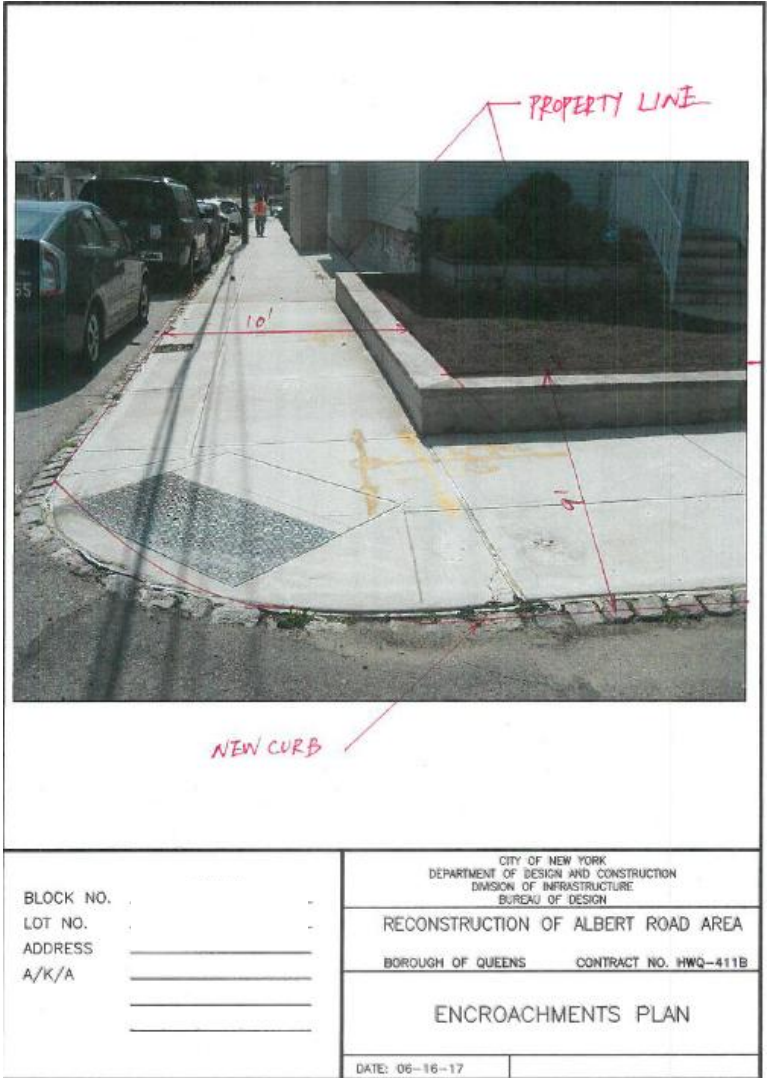
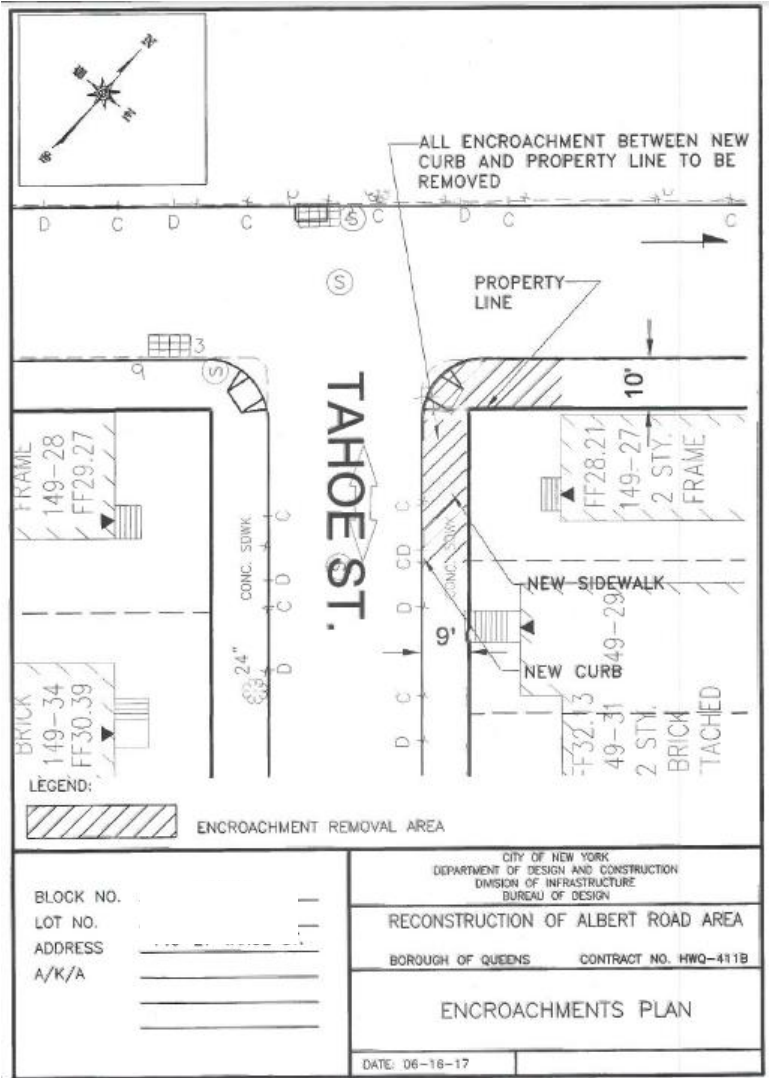
HWQ411B – Reconstruction of Albert Road Area, Borough of Queens.

We are writing to you as the owner of record of Block [redacted] also known as [redacted] street, and because this property lies within the limits of the project area. As such, we would like to take this opportunity to explain what impact the project may have on [redacted]

The proposed City work on all blocks will involve (as a minimum) the reconstruction of the roadway pavement, and the construction of new curbs and new sidewalks to conform to current City standards.

Related to any or all of the above work, per our records, and field inspection of the site, private improvements have been made in front of your property within the City owned street area, where the project is to take place. The City calls these private improvements “encroachments”. We recognize that you may not realize that your encroachment(s) (which may have been installed by a previous owner of the property) does not lie within your property, and so for illustrative purposes, we’ve enclosed with this letter a sketch of your property depicting the boundary of your property and the City street area, and indicating the “encroachment(s)” that currently exist.

Our findings indicate that due to the encroachment of your landscape berm, the construction of the new street and sidewalks cannot be accommodated. It will therefore be necessary that you remove your encroachment as shown in the attached sketch prior to the time of construction.



# COMMUNITY OUTREACH

DDC's Office of Community Outreach + Notification (OCON) works with CB's, BID's, local businesses, and other community stakeholders impacted by construction.

DDC will assign a dedicated on-site Community Construction Liaison (CCL). The CCL information will be provided at the pre-Construction phase, and the responsibilities are as follows:

- First point of contact; maintain on-site presence and communication.
- Identify, resolve, and/or proactively address issues and inquiries.
- Distribute advisory updates/weekly construction activities newsletter.
- Provide 72-hour and 24-hour (confirmation or cancellation) advisories for work impacts by email and door to door.
- Attend community board monthly DSC meetings.
- <https://www1.nyc.gov/site/ddc/projects/videos.page>



# ACQUISITION PROCESS FREQUENTLY ASKED QUESTIONS

## 1. Will the City condemn the property or lot?

The City will need to acquire portions of several lots, including areas of roadway, curb, sidewalk, and grass that extend into the mapped street within certain sections of the project.

## 2. How does the acquisition process affect the certain properties?

Lots impacted by the acquisition will have their tax lot dimensions adjusted. Adjacent lots not affected by the street acquisition will remain unchanged.

## 3. How does street reconstruction and street acquisition affect the property improvements or fixtures?

Property improvements or fixtures, such as fences, walls, or movable structures, that extend beyond the property lot line will be considered encroachments once the City takes ownership of the streets. Affected property owners will be notified and asked to remove these encroachments prior to the commencement of street work.

## 4. How will property owners be compensated for portion of lot taking or removed encroachments?

Acquired portions of the lots will be compensated based on the land's value. For encroachment fixtures, such as fences or walls, a licensed appraiser will assess their depreciated value on a case-by-case basis, depending on the location and type of the fixture. The NYC Law Department will issue a notice detailing the award amount for the land and/or encroachments. Property owners will be required to clear title to confirm rightful ownership before payment is made.

## 5. Contact for DDC Property Acquisition Unit?

John Isaac, Deputy Director at (718) 391-3173, Mian Faisal, Acquisition Coordinator at (718) 391-1367, [Acquisition\\_Unit@ddc.nyc.gov](mailto:Acquisition_Unit@ddc.nyc.gov).

**THANK YOU**

**QUESTIONS**

**ACQUISITION\_UNIT@DDC.NYC.GOV**

**Mian Faisal, Acquisition Coordinator, (718) 391-1367**

**John Isaac, Deputy Director, (718) 391-3173**