



**DEPARTMENT OF HOUSING PRESERVATION  
AND DEVELOPMENT**

SHAUN DONOVAN, Commissioner

**Office of Development**

DIVISION OF HOUSING FINANCE  
100 GOLD STREET, NEW YORK, N.Y. 10038

AILEEN C. GRIBBIN, Assistant Commissioner

March 30, 2004

Subject: Professional Certification of Plans for Applications Under the 421-a Partial Tax Exemption Program

Dear 421-a Applicant:

I am writing to advise you of a new alternative procedure in the filing of applications for Preliminary Certificates of Eligibility under the 421-a Partial Tax Exemption Program. This new alternative procedure is available immediately and can be applied to all pending applications that have not been issued a Preliminary Certificate of Eligibility and to all future applications. The new procedure is optional. Applicants may, but are not required to, follow the new procedure described below.

Applications for Preliminary Certificates of Eligibility must be accompanied by building plans approved by the Department of Buildings. Currently, these plans are reviewed by HPD's Division of Architecture, Construction and Engineering for compliance with the requirements of the 421-a program. Under the new alternative procedure, the registered architect or professional engineer responsible for the project completes the enclosed certification and accompanying schedule. The materials are self-explanatory and reiterate provisions of the 421-a rules governing room count and aggregate floor area. Also enclosed is a list of Frequently Asked Questions (FAQ) which provide additional guidance in completing the forms. These forms, the FAQ, and any updates of these materials will be posted on HPD's website at [www.nyc.gov/hpd](http://www.nyc.gov/hpd) (refer to the "For Developers" link).

HPD will host an information session on April 8, 2004 from 5:00 p.m. to 6:30 p.m. to review the new procedure and to answer any questions you might have about the forms. If you plan to attend the session, please contact Sabra Loewus at (212) 863-6386 or by e-mail at [loewuss@hpd.nyc.gov](mailto:loewuss@hpd.nyc.gov) to reserve a place.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa S.J. Yee".

Lisa S.J. Yee

Director, Tax Incentive Programs

Encs.



[nyc.gov/hpd](http://nyc.gov/hpd)