



Issuance # 222

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

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OPERATIONS
POLICY AND PROCEDURE NOTICE # 3/90

To: Distribution
From: Peter Franconeri 
Date: January 26, 1990
Subject: Foreign Government Plan Filings

Purpose: To assure that notification of all application filings by foreign governments are provided to the New York City Commission for the United Nations and the Office of Foreign Missions of the United States State Department.

Specifics: At the time of the initial fee estimation the fee estimator reviews the application and supporting documents to determine if the application involves a building owned, leased or to be built by a foreign government, (for example a U.N. Mission, a consulate general, an official residence for diplomat personnel, etc.). If the fee estimator believes that the filing involves any of the above, he or she immediately forwards a copy of the application to the Office of the General Counsel and notes on the folder that the Counsel's Office has been notified that the application involves a foreign government. At any time subsequent to the initial review, if any department employee becomes aware of a foreign government involvement and such involvement was not previously known, the above outlined notification procedure must occur.

The Office of the General Counsel then notifies the New York City Commission for the United Nations of the filing. The Commission then notifies the Office of Foreign Missions of the United States State Department.

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