



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
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Issuance # 116

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 19/88

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To: Distribution  
From: Fredric J. Pocci, P.E. Assistant Commissioner  
Date: July 6, 1988  
Subject: Landmark District Notification Procedures

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Superseded: Operations Policy & Procedure Notice # 13/88

Purpose:

Effective immediately, this procedure establishes a formal process for the timely notification of the Landmarks Preservation Commission (LPC) of Department of Buildings (DOB) applications to alter structures in calendared LPC historic districts and for individually calendared buildings.

Specifics:

At the time of the index search for a NB, Alteration, BN or Demolition Application, the index clerk will check the computer records to determine if the premises has been calendared by the LPC. No manual check needs to be performed unless there are geo-processing problems. Maps of all calendared districts will be provided by the LPC to each borough office.

If it is determined by the index clerk that the premises is calendared by the LPC, the clerk will stamp the folder "Calendared by LPC". After the applicant pays the fees and files the plans with the Cashier, a designated clerk will review all the files daily to refer appropriately noted files to the LPC. For Demolition Applications, the LPC is to be notified when all required approvals have been obtained.

If the premises is calendared, immediate notification will be sent by the designated clerk to the Director of Preservation, or designee, at the LPC. The Specification Sheet will be sent to the LPC as the basis of notification.

The date of the telephone notification and the name of the LPC staff member contacted shall be noted on the plan folder and initialed. Upon implementation of the Building Information System (BIS), this information and date shall be appropriately entered into the system. However, until that time, a manual log should be kept listing the notification date, application number, premises address, date that the 40 day notification period ends, the response from LPC (if any) and the date that the response was received.

The LPC will have 40 calendar days from the date the application was filed to consider the case and calendar the premises, if necessary, to vote on its designation. If within the 40 days the building is designated as a Landmark or Landmark District immediate notification should be sent to the DOB. DOB will then advise the applicant to obtain the required LPC approvals. If LPC determines not to act on a referred action, it should notify DOB as soon as possible within the 40-day time period. The Chief Engineer/Plan Examiner will ensure that a responsible party in the Plan Examination Office will act as a liaison with the designated LPC contact in the Office of the Director of Preservation. However, all notifications should be confirmed in writing and sent via CMS or omni-fax transmittal (when available) to the attention of the Chief Engineer/Plan Examiner.

The LPC will notify the DOB whenever a new historic district or individual building is calendared. DOB will review its records to determine if there are any NB, Alteration or Demolition applications currently being reviewed. If there are, the aforementioned notification process will be implemented and LPC will have 40 days to respond.

At the end of the 40 day period, if no response is received from the LPC, DOB will continue with the review and approval process.

If after the 40th day the plans are still in the review process and the LPC designates the premises as a Landmark the applicant must be referred to the LPC to obtain the necessary approvals.

If an amendment to the plans that were originally approved by the DOB is filed, the notification procedures must be followed as if the amendment were a new application.

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