



Issuance # 95

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
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Deputy Commissioner

312-8120

TECHNICAL  
POLICY AND PROCEDURE NOTICE # 4/88

DATE: March 15, 1988

TO: Borough Superintendents

FROM: Deputy Commissioner Cornelius F. Dennis, P.E. 

SUBJECT: Special Purpose Districts  
Special Planning Community Preservation District  
Interior Enlargement

Section 103-02 of the New York City Zoning Resolution appears to require that all new developments, enlargements or substantial alterations of topography receive a special permit from the City Planning Commission prior to approval and permit issued by the Department of Buildings. Such special permit may authorize waivers, under Section 103-06 of limited zoning requirements when certain findings enumerated in Section 103-061 are found.

For internal enlargements which do not involve any of the following a special permit is not required:

1. The enlargement is contained totally within the existing building roof and facade.
2. There is no effect on the open space and landscaping.
3. There is no effect on access roads or exists, off-street parking or public parking.
4. Construction activities do not effect existing landscaping

cc:Distribution List