

# NYC<sup>®</sup> PLANNING

## *INTERNSHIP ANNOUNCEMENT*

### **GENERAL COUNSEL** Foil Intern (Unpaid)

#### **THE AGENCY**

The Department of City Planning (DCP) promotes strategic growth, transit-oriented development and sustainable communities to enhance quality of life in the City, in part by initiating comprehensive, consensus-based planning and zoning changes for individual neighborhoods and business districts, as well as establishing policies and zoning regulations applicable citywide. It supports the City Planning Commission and each year reviews approximately 450 land use applications for actions such as zoning changes, special permits and other discretionary approvals. The Department assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, waterfront and public space.

Under Housing New York: A Five-Borough, Ten Year Plan, the Department will lead coordinated, ground up neighborhood planning studies and advance regulatory changes—including mandatory inclusionary housing in newly rezoned areas—to promote more economically diverse communities and housing opportunities for New Yorkers at all income levels. Through inclusive community development initiatives with stakeholders, DCP will expand access to quality jobs and services, and stimulate economic development benefitting all New Yorkers.

#### **THE DIVISION**

The Office of the Counsel provides legal advice and services to DCP staff on all relevant matters, including land use and zoning law, zoning text development and interpretation, the Uniform Land Use Review Procedures (ULURP), private and City-sponsored applications and projects, environmental review, litigation involving DCP, DCP compliance with the Freedom of Information Law and other laws, and personnel matters.

#### **THE INTERNSHIP**

Counsel's Office is seeking a summer/fall intern to assist DCP's Records Access Officer with responding to requests from the public for copies of DCP City Planning Commission records. Such requests are subject to the Freedom of Information Law (FOIL), which pertains to the public's right to access government records. Duties may include: communicating with DCP staff who may have responsive records or searching DCP's stored archives for records; gathering and evaluating DCP records for responsiveness to the request; preparing and communicating DCP's written response to requester; making requested records available to requester, either through overseeing onsite inspection, copying and mailing or providing for onsite pick-up, and/or scanning and emailing; using the FOIL database (MSAccess); logging in all FOIL requests and updating their status through completion; and consulting with Counsel's Office staff on complex FOIL requests.

**PREFERRED SKILLS**

Undergraduate/graduate student with interest in government and work in public sector and/or seeking exposure to zoning and land use processes

**HOW TO APPLY**

All interested applicants should send letter of interest and resume to: Eva Merlo, [emerlo@planning.nyc.gov](mailto:emerlo@planning.nyc.gov) and include "FOIL internship" in the subject line of your email.

Please include "Internship" in the subject line of your email.

*No phone calls please.*

**COMPENSATION**

Unpaid, potential academic credit

**SUBMISSION DEADLINE**

Until filled

**START DATE**

Immediately

**SCHEDULE**

At least 20 hours per week during summer, days and hours flexible. Fewer hours negotiable during school semester.

**INTERNSHIP DURATION**

Minimum of 12 weeks – flexibility to extend through academic year, with accommodation for class schedule.