



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, N.Y. 10013

STEWART D. O'BRIEN, Acting Commissioner

BARRY G. COX
Assistant Commissioner
Borough Operations
(212) 312-8004

OPERATIONS
POLICY & PROCEDURE NOTICE # 13/93

TO: Distribution
FROM: Barry Cox
Assistant Commissioner, Borough Operations
DATE: September 21, 1993
SUBJECT: *Quality Housing Data Sheet

Effective: Immediately

Supersedes: Operations Policy and Procedure #7/88

Purpose: To update existing procedures regarding the transmittal of information about housing developed under the Quality Housing Program (Section 28-00 of the Zoning Resolution).

Updated or new items are indicated in bold type.

Specifics: Applications filed pursuant to section 28-00 of the Zoning Resolution are noted as Quality Housing in section 5, "Additional Considerations," of the Plan/Work Approval Application (PW-1).

1. Upon approval of a New Building (NB) or Alteration (ALT) filing with this designation, the plan examiner completes a "Quality Housing Data Sheet." A sample form (OP-36) is attached.
2. Completed data sheets are forwarded by inter-office mail to:

The Office of the Executive Deputy Commissioner
NYC Department of Buildings
60 Hudson Street - 14th floor
New York, NY 10013
3. If a post-approval amendment is filed that changes any of the information noted on the initial Quality Housing Data Sheet, the plan examiner prepares another OP-36 noting the revised information and forwards it to the Office of the Executive Deputy Commissioner.
4. The Office of the Executive Deputy Commissioner forwards the Quality Housing Data Sheet to the Department of City Planning, Strategic Planning Division and retains a copy for the agency files.

Attachment

THE CITY OF
NEW YORK



DEPARTMENT OF BUILDINGS

QUALITY HOUSING DATA SHEET

Plan Examiner will provide the information below upon approval of applications for all New Building (NB) and Alteration (ALT) applications filed pursuant to Section 28-00 of the New York Zoning Resolution, Quality Housing Program regulations.

Application # _____

Block _____ Lot _____ Community District _____

Street Address _____

Borough _____

Zoning District _____ Lot Area _____

FLOOR AREA:

Commercial _____ Residential _____

of Dwelling Units _____

Community Facility _____

of Parking Spaces _____

Date _____ Examiner Initials _____

Original _____ Revision _____