THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

TO: Borough Superintendents

FROM: Thomas V. Burke, P.E., Director of Operations

SUBJECT: Building Notices for landmarks properties and premises in Historic Distric

Supplementing Directive No. 14/75, and a memorandum dated 12/12/75 by Commissioner Walsh relating to Building Notices filed for landmark properties and premises in Historic Districts or Scenic Lands, herewith forwarded is a letter dated December 31, 1975 from the Director of Preservation of the Landmarks Preservation Commission listing examples of construction work accepted for filing on Building Notice applications which should continue to be referred to the Landmarks Preservation Commission for approval, and examples of minor work not requiring review or approval by the Commission.

The latter list (enumerated by item numbers corresponding to those in my memorandum dated November 24, 1972) appears on page 2 of the attached letter of December 31, 1975 and applications involving exclusively the scope of work on said list can be processed in accordance with Directive No. 14/75 without referral to the Landmarks Preservation Commission.

TVB:JEM:njk
cc: Comm. Walsh
Dep. Comm. Jenkins
Asst. Comm. Parascandola
Exec. Staff & Boro. Supts.
BCAC
Industry
Chairman Spatt, LPC
Margaret H. Tuft, LPC

Thomas V. Burke, P.E.
Director of Operations

1139
JAN 7 1976
December 31, 1975

Department of Buildings
Housing and Development Administration
100 Gold Street
New York, N. Y. 10038

Attention: Mr. Irving Minkin, P.E.

Re: BUILDING NOTICE APPLICATIONS: Supplement to Directive No. 19/71 dated October 29, 1971

Dear Mr. Minkin:

This letter revises our letter of December 19, 1975 regarding the Departmental Memorandum of November 24, 1972 of the Housing and Development Administration. Department of Buildings, as prepared by Thomas V. Burke, Director of Operations.

Following is a list of the examples of minor construction work acceptable on BN applications which should be referred to the Landmarks Preservation Commission for approval.

HDA # - 1. Air Conditioning Roof Top Equipment and Roof tanks.
2. Awning or Canopies.
4. Brick Veneering of Frame Buildings
6. Curb and Sidewalks and Portable Stands.
14. Erection of Chimneys; Stoop and Porch Repairs.
15. Erection of Interior Non-bearing Partitions, Except Where Such Partitions are Erected to Create New Stores.
16. Fences.
18. Fire Escapes.
20. Party Wall Openings.
24. Retaining Walls.
27. Sealing of Exterior Openings.
29. Sidewalk Cafes
30. Signs.
33. Store Fronts.
35. Tenant Layouts. (On street floors only).

Chairman: Beverly Moss Spott / Vice-Chairman: Murray Ketchum, Jr.
Edward A. Amis / Margaret Reykli / Elizabeth Guit / Barbara H. Lami / Warren W. Grant
Stephen R. Lambe / Hawthorne M. Ley / Horst E. Ludmer, Jr. / Paul L. Parker, Jr.
The following numerical items do not require our approval:

1. Boiler Room Enclosures.
2. Builders’ Shanties, Hoists and Refuse Chutes.
3. Cellar Kitchens (Must be assigned to Senior Plan Examiners only).
5. Compactors and Upgrading of Incinerators.
7. Dumbwaiter (Sharing of Shafts); Not new installation.
8. Elevators (Work involving Existing Equipment of Shaft or Machine Room); Not new installation.
11. Sanitary Facilities (In Existing Floor Area).
12. Scaffolds.
16. Temporary Tents, Hazards, Carnivals and Banners.
17. Washers, Dryers (Installation of).

Thank you very much for your cooperation,

Sincerely yours,

MHT/da

Margaret H. Tuft
Director of Preservation