

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: January 12, 1982

TO: Borough Superintendents
FROM: William C. Kupfer, P. E.
Director of Special Projects
SUBJECT:

DOCKET SHEETS - REVISION NO. 6.

On November 13, 1978, a departmental memorandum was issued indicating the "Distribution of Borough Office Docket Sheets".

On November 20, 1979, Revised Chart No. 1, dated November 20, 1979 (3 sheets) and Revised Chart No. 2, dated November 20, 1979, (1 sheet) was issued incorporating Revisions No. 1, 2, and 3.

On December 3, 1980, Revision No. 4 was issued indicating that the Department of General Services no longer required the Demolition Docket Sheets from the Borough of Brooklyn. No Demolition Docket Sheets from other boroughs were required to be sent.


On June 25, 1981, Revision No. 5 was issued indicating that it was no longer required for any borough office to send any docket sheets to NESIAPS Coordinator (2AF):

U. S. Environmental Protection Agency
- Chart 1 - Agency #15 -

This Revision No. 6 is being issued to reinstate the issuance of docket sheets to the NESIAPS Coordinator (Please note the new address) and to add Building Notice (B.N.) docket sheets to the docket sheets already required to:

Borough Maintenance Engineer
Division of Highways
Department of Transportation
(Borough Office)
Except S. I. (send nothing)
- Chart No. 1 - Agency #5 -

Revised Chart No. 1, dated January 12, 1982 (3 sheets) and Revised Chart No. 2, dated January 12, 1982 (1 sheet) are enclosed herewith incorporating Revisions 1 thru 6.


William C. Kupfer, P. E.
Director of Special Projects

WCK:ah

Attachments (Chart No. 1 & Chart No. 2)

cc: Commissioners: Fruchtman, Minkin, Parascandola,
Dennis, Crill
Borough Office Managers
Mr. Polsky

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DISTRIBUTION OF BOROUGH OFFICE DOCKET SHEETS

CHART No. L.- JANUARY 12, 1982 AGENCY / DOCKET SHEET

	M.B.	ALP.	B.N.	DEMO.	ELBY.	MISC.	EMBO. SIGNS.	T.R.S.	P.A.
1. Retained for use at Borough Office.									
2. Division of Licenses, Department of Consumer Affairs 80 Lafayette Street, New York, N.Y., 10013									
3. Division of Real Property Assessment Department of Finance (Borough Office)									
4. Code Enforcement of the Office of Rent & Housing Maintenance, Department of Housing Preservation & Development, (Borough Office)									
5. Borough Maintenance Engineer; Division of Highways, Department of Transportation. (Borough Office) Except: S. I. (send nothing)									
6. New York City Transit Authority 370 Jay Street, Brooklyn, N.Y., 11201 Attn: Mr. George Ziegler, Div. Engineer, 10th Floor * Staten Island Transit N.B. Docket Sheet only.									
7. City Planning Commission, 2 Lafayette Street, New York, N.Y., 10007 Attn: Ms. Chandra Hauptman, Room 2214									
8. Bureau of Pest Control; Department of Health 125 North Street, New York, N.Y., 10013 Attn: Mr. Randy Dupree - Room 320									

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Distribution of Borough Office Docket Sheets (Cont'd.)

CHART NO. 1 - JANUARY 12, 1982 AGENCY / DOCKET SHEET

	N.B.	ALP.	B.M.	D.M.O.	PLFV.	MISC.	FILED. SIGNS	P.N.S	P.A.
9. Landmark Preservation Commission, 305 Broadway, New York, N.Y., 10007 Attn: Executive Director, Room 602									
10. Water Resources, Department of Environmental Protection (Borough Office).									
11. Air Resources, Dept. of Environmental Protection, 120 Wall Street, New York, N.Y., 10005 - Attn: Jerry Ross, Director, Enforcement Division, Rm. 1607									
12. Bureau for Food Affairs, Department of Health 125 North Street, New York, N.Y., 10013 Attn: Mr. Martin S. Gellman, Director, Room 402C									
13. Division of Fire Prevention, Fire Department, Municipal Building, Brooklyn, N.Y., 11201 Attn: Chief-in-Charge. (Room 1128)									
14.									
15. NESHAPS/Asbestos Coordinator; Air Facilities Branch, Air & Waste Management Division; U.S. Environmental Protection Agency; 26 Federal Plaza, Room 1015; New York, N.Y., 10276. Attn: Howard Stecker									

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Distribution of Borough Office Docket Sheets (Cont'd.)

Chart No. 1 - January 12, 1982 AGENCY / DOCKET SHEET

16. Director of Community Boards; Office of Borough President
(Borough Office)

N.B.	ALT.	B.H.	DMO.	MAY.	MISC.	MISC. SIGNS	P.M.S.	P.A.

TOTAL

ADDITIONAL DISTRIBUTION OF BOROUGH OFFICE DOCKET SHEETS

CHART No. 2 - January 12, 1982 AGENCY / DOCKET SHEET

	N.B.	ALT.	B.H.	DEMO.	FINV.	MISC.	ELEC. SIGNS	P.R.S.	P.A.
BRONX									
1. Superintendent of Delivery & Collections, General Post Office, Bronx, N.Y., 10451									
BROOKLYN									
MANHATTAN									
1. Office of Borough President (Borough Office) See Chart #1, Item 16.									
2. Mr. Arnold Bronstoph, Office of Inspector General, Dept. of Housing Preservation & Development, 2 Lafayette St., New York, N.Y., 10007									
3. Office of Midtown Planning & Development & Elaine Bushell 220 West 42nd Street, (23rd Floor) New York, N.Y., 10036									
4. Department of Traffic 28-11 Bridge Plaza, Long Island City, N.Y., 11101 Attn: Marvin Gottesman									
5. Midtown Enforcement Project; 326 West 42nd St. New York, N.Y., 10036 Attn: Mr. Carl B. Weisbrod, Director									
QUEENS									
1. Board of Elections, 77-40 Vleizh Place, Flushing, N.Y. Mr. Joe Svass, & Assemblwoman Gerdi Lipcautz, 257 Beach 116th St., Rockaway Beach, N.Y., 11694									
2. Board of Elections, 77-40 Vleizh Place, Flushing, N.Y. Mr. Joe Svass, & Assemblwoman Gerdi Lipcautz, 257 Beach 116th St., Rockaway Beach, N.Y., 11694									
STATEN ISLAND									
1. Office of Borough President (Borough Office) See Chart #1, Item 16									
2. Department of Parks, 1150 Clove Road, Staten Island, N.Y., 10301									
3. Staten Island Advance, 950 Fingertboard Road Staten Island, N.Y.									
4. Director, Borough Office, City Planning Commission 56 Bay Street, Staten Island, N.Y., 10301									

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