



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N. Y. 10013  
CHARLES M. SMITH, Jr., R.A. Commissioner

PETER FRANCONERI, P.E.  
Assistant Commissioner/Operations

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 5/90

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To: Distribution  
From: Peter Franconeri   
Date: February 13, 1990  
Subject: New York State Division of Housing and Community  
Renewal (DHCR) Referrals

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Purpose:

To establish a procedure to ensure that sufficient time elapses between the filing of a new building or alteration application and referral to the Division of Housing and Community Renewal.

Reference: PW-1, Page 4: Owner's Statements, Owner's Certification Regarding Occupied Housing Accommodations

Specifics:

Although currently in use only in Queens and the Bronx, the PW-1 will be phased into the other boroughs with the implementation of BIS and the onset of the plan examination module. Borough Superintendents are instructed to advise Plan Examination of the following information when the new forms are introduced in their boroughs.

On the PW-1 page 4: when the applicant indicates that the Division of Housing and Community Renewal has been notified, do not approve the NB or Alt-1 filing until 30 days have elapsed from the notification date indicated on the Owner's Certification Regarding Occupied Housing Accommodations.

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