

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

DEPARTMENTAL MEMORANDUM

DATE: April 5, 1971

TO: Borough Superintendents  
FROM: Thomas V. Burke, Director of Operations  
SUBJECT: Application Amendments

In accordance with a request of the Architects Council, Commissioner Ferro has directed that amendments to applications be accepted whenever filed, whether or not the corresponding application is available.

This is to be done so that applicants will not be required to return to a borough office one or more times to file an amendment because personnel of the borough office cannot locate an application.

When an amendment has been filed, it shall be stamped with the date of filing and shall be forwarded to the Borough Chief Engineer, Engineering, without delay. He shall require that a diligent search be made promptly and that the application, when located, and the amendment, be forwarded to the examiner. In addition, he shall require that the date the amendment was filed be entered on the index sheet of the application.

TVB/df

CC: Exec. Staff  
Mr. I. Donald Weston, Pres.  
Architects Council of NYC, Inc.

  
Thomas V. Burke  
Director of Operations

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