



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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CHARLES M. SMITH, Jr., R.A., Commissioner

Issuance #110

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Deputy Commissioner
Administration & Operations
312-8001

OPERATIONS
POLICY & PROCEDURE #15/88

TO: Distribution
FROM: Stewart D. O'Brien
DATE: June 8, 1988 *6/8/88 SDO*
SUBJECT: Amendment of Operations Policy & Procedure #20/87

Purpose

To establish a citywide policy whereby Department records are updated, and Community Boards are notified of amendments to plans that 1) change the use, 2) increase the number of dwelling units by 20% or more or 3) increase the square footage by 10% or more. (underlined portion added)

Specifics

A. Applicant

When submitting an amendment that involves 1) a change of use, 2) an increase of 20% or more in the number of dwelling units, or 3) increase the square footage by 10% or more the applicant must file an amended new Docket Information Sheet (B Form 6).

1. When filing an amendment in the Bronx, Queens, or Staten Island, the applicant will submit 2 copies of the amended Docket Information Sheet to the plan examiner.
2. When filing an amendment in Brooklyn and Manhattan the applicant will submit a copy of the Applicant's Statement of Notification to Community Board, and 2 copies of the Docket Information Sheet to the plan examiner.

B. Plan Examiner

1. When an applicant files an amendment that involves a change of use, or an increase of 20% or more in the number of dwelling units, the plan examiner will issue an objection unless the applicant provides -
 - a. **An Amended Docket Information Sheet, (all 5 Boroughs).**
 - b. A copy of Applicant's Statement of Notification to Community Board. (Manhattan & Brooklyn only).
2. The plan examiner will insure that one copy of the amended Docket Information Sheet is filed in the plan folder and will provide one copy to the chief Plan examiner/Deputy borough Superintendent.

C. Chief Plan Examiner/Deputy Borough Superintendent

The Chief Plan Examiner/Deputy Borough Superintendent will forward, no less often than once a week, the amended Docket Information Sheets to the docketing clerk

D. Borough Manager - Clerical Staff

One of the two procedures described below will be followed depending upon the method in which the original docket sheet is transmitted.

1. Bronx, Queens, and Staten Island - The "docketing" clerk (the person responsible for sending the original Docket Information sheets to the Borough President's Office) will receive the amended docket Information Sheet, record the amended information into the docket book and forward the amended sheet in the same manner as the original.
2. Brooklyn and Manhattan - The "docketing" clerk will receive the amended Docket Information sheet and will record the amended information into the docket book.

* This procedure will become effective immediately.