



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

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

STEWART D. O'BRIEN
Deputy Commissioner
Administration & Operations
312-8001

Operations
Policy & Procedure #19/87

TO: Distribution
FROM: Stewart D. O'Brien
DATE: December 10, 1987 *12/10/87 SDO*
SUBJECT: Expediting Affordable Housing Projects

PURPOSE

In cooperation with the the Mayor's Office of Housing Coordination, the Department has developed a standardized procedure in the borough offices that will aide in expediting the review on applications concerning officially designated Affordable Housing Projects.

BACKGROUND

The Department of Buildings is committed to establishing guidelines so that all parties are aware of their responsibilities to ensure the expeditious review of these projects.

PROCEDURE

MAYOR'S OFFICE OF HOUSING COORDINATION

All applicants performing work on Affordable Housing Projects and seeking expedited applications will be in contact with the Mayor's Office of Housing Coordination on those projects

officially designated. That Office will prepare a covering letter to accompany the applicant's submission to the borough office. The letter will briefly describe the project and the applicant and confirm that the project is part of the Mayor's Affordable Housing Program (see attached example). Copies of the letter will also be sent to appropriate staff in the executive office. At the pre-filing stages on some large projects, the Office of Housing Coordination may arrange a meeting with the Department of Buildings, through the executive office, in order to discuss major technical or operational issues.

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Each borough will have a liaison assigned to all projects associated with the Mayor's Affordable Housing Program. This person will be responsible for seeing that top priority for first review is given to Affordable Housing project plans, and that all necessary follow-up appointments are handled in a timely fashion. Reconsiderations on these projects should be directly referred to the liaison and issues requiring resolution at the Borough Superintendent's meeting will be calendered expeditiously. Listed below are the names and phone numbers of the individuals designated as the liaison in each of the boroughs:

| | | |
|---------------|-------------------|-----------------|
| Manhattan | Al Curcio | (212)312-8901 |
| Brooklyn | Ralph Herman | (718)802-3676 |
| Queens | Paul DiNatale | (718)520-3413 |
| Bronx | Satish Babbar | (212)579-6929 |
| Staten Island | Joseph Trivisonno | (718)390-5178/9 |

In each borough at least two examiners will be assigned to handle all applications on Affordable Housing Projects. Unless needed by the applicant, unapproved folders containing the plans will remain with the examiner in lieu of being held at the plan desk.

In addition the following considerations should be given to applicants involved with Affordable Housing Projects.

- a) Applicants calling in to liaison should be given the first available appointment with the assigned examiner. If necessary the liaison should schedule an afternoon appointment between the examiner and the applicant.
- b) When available, the 12:20 walk-in appointments should be given to applicants on affordable housing projects.

APPLICANT

Only those plans that apply to a specific Affordable Housing Project should be discussed with the plan examiner or liaison.



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

SUSAN D. WAGNER
Director of Housing Coordination

December 3, 1987

Mr. George Sakona, P.E.
Borough Superintendent of Manhattan
Department of Buildings
60 Hudson Street - 5th Floor
New York, New York 10013

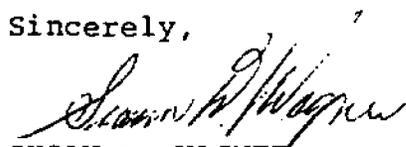
Re: Mayor's Affordable Housing Program

Dear Mr. Sakona:

With respect to the above-referenced project, attached are copies of Altered Building and Plumbing/Mechanical Equipment Applications and other associated forms which have already been filed with your office. This development is being undertaken by a private developer as part of the Vacant Building Program of the Department of Housing Preservation and Development and will provide housing for low and/or moderate income families.

As part of the City's commitment to the construction of affordable housing, City agencies are requested to expedite review and approvals for projects submitted under this program. Please give these applications your immediate attention.

Sincerely,


SUSAN D. WAGNER

cc: Charles M. Smith, Jr.
Stewart O'Brien
Fredric Pocci
George Berger
Barbara Raffo ✓

**AFFORDABLE
HOUSING
MAYOR'S OFFICE**