



Issuance # 146

DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES

60 HUDSON STREET, NEW YORK, N.Y. 10013

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

STEWART D. O'BRIEN

Deputy Commissioner

Administration & Operations

(212) 312-8001

OPERATIONS
POLICY AND PROCEDURE NOTICE # 29 /88

TO: Distribution

FROM: Stewart D. O'Brien

DATE: December 10, 1988

SUBJECT: Expediting Affordable and Homeless Housing Projects

12/10/88 SDO

Superseded: Operations Policy and Procedure Notice #19/87
from Stewart D. O'Brien, December 10, 1987.

Purpose:

In cooperation with the Mayor's Office for Housing Coordination and the Department of Housing Preservation and Development (HPD), this standardized procedure will aid in expediting the review of applications concerning officially designated Affordable Housing Projects and Homeless Housing Projects.

Procedure:

OFFICIAL DESIGNATION OF PROJECT

All applicants performing work on officially designated Affordable Housing Projects and seeking expedited plan examination must be in contact with the Mayor's Office of Housing Coordination. That Office will prepare a cover 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.

Homeless Housing projects under the supervision of HPD will be submitted with a letter from that office, officially designating such projects as "Homeless Housing."

RESCINDED

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 or HPD may arrange a meeting with the Department of Buildings, through the executive office, in order to discuss major technical or operations issues.

DEPARTMENT OF BUILDINGS

Each borough will have a liaison assigned to all projects associated with the Mayor's Affordable Housing Program and HPD's Homeless Housing program. This person will be responsible for seeing that top priority for first review is given to these 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 calendared expeditiously. Listed below are the individuals designated as the liaison in each of the boroughs:

Manhattan	Chief Examiner	(212) 312-8901
Brooklyn	Deputy Borough Superintendent	(718) 802-3676
Queens	Deputy Borough Superintendent	(718) 520-3413
Bronx	Deputy Borough Superintendent	(212) 579-6929
Staten Island	Deputy Borough Superintendent	(718) 390-5178/9
Executive Office	Affordable Housing/Office of the Deputy Commissioner, Operations & Administration	(212) 312-8001
Executive Office	Homeless Housing/Office of the Assistant Commissioner, Operations	(212) 312-8005

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

RESCINDED

3

APPLICANT

During a scheduled appointment, only those plans that apply to a specific Affordable Housing or Homeless Project should be discussed with the plan examiner or liaison.

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RESCINDED