



The
City
of
New York

ISSUANCE # 90

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 NOTICE # 7/88

TO: Distribution

FROM: Stewart D. O'Brien
Deputy Commissioner

DATE: March 2, 1988

SUBJECT: Quality Housing Data Sheet

3/2/88 SDO

PURPOSE:

To obtain information regarding housing developed pursuant to Section 28-00 Z.R. (Quality Housing Program).

SPECIFICS:

1. Upon approval of a New Building or Alteration application pursuant to Section 28-00 Z.R., the plan examiner will complete a "Quality Housing Data Sheet". (sample attached)
2. Revised sheets should be submitted for post-approval amendments that change any of the information on the sheet.
3. Completed forms, are to be sent to Barbara Raffo, at 60 Hudson Street, 14th Floor.
4. This policy and procedure is effective immediately.

3. Copies of the Notice to Applicant CB will be conspicuously posted in the appropriate areas of the Borough Office for the information of applicants.

B. Applicant

1. The applicant will take the necessary steps to determine the appropriate Community Board to which he/she is required to mail a copy of the Docket Information Sheet (B Form 6).
2. The applicant will submit a completed copy of Applicant's Statement of Notification to Community Board to the Cashier when paying the filing fee.
3. The applicant will mail a completed copy of the Docket Information Sheet (B Form 6) to the appropriate Community Board within 24 hours of paying the filing fee.

This Directive is effective August 31, 1987.

SDO:mh

NOTE: This directive supplements the 12/12/85 memorandum issued by Joseph M. White and does not negate the requirement for the Brooklyn and Manhattan Borough Offices to follow this procedure for all applications.

City of New York

Department of Buildings

Applicant's Statement of Notification to Community Boards

Address	Borough	Appl. #

I _____ hereby state that,
in accordance with Department of Buildings requirements,
I will mail to Community Board _____
_____ number
_____ within 24 hours, a copy of
_____ Borough
the Docker Information Sheet (B Form 6) filed for
this project.

Signed _____ Dated _____