



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 [Signature]

Superseded: Operations Policy and Procedure Notice #19/87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 aide 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."

After inspection, the borough or the Task Force should inform the Coordinator of the results. The Coordinator then should notify the complainant of the inspection results. If no violations are issued, the Coordinator may complete the log at this time. However, if violations, summonses and/or vacate orders are issued, the Coordinator must complete the following steps:

1. Determine the owner of the premises.
2. If the owner is a corporation, arrange for service by the Administrative Enforcement Unit of all summonses to the Secretary of State in Albany. AEU should provide the Coordinator with the name of the party served and an affidavit of service. This information should be forwarded to the borough office when obtained.
3. Transfer all documents to the borough office, by hand delivery.

If the owner is not a corporation then the summons, violation and vacate are forwarded to the Borough Manager's office for distribution to the appropriate unit for processing.

If the owner is a corporation then the vacate, violation and a copy of the summons is to be forwarded to the Borough Manager's office.

Boroughs will return to the Coordinator the following information:

- a. a copy of the vacate with the vacate number
 - b. the Criminal Complaint Form (Form B-39)
4. Ensure that the borough office processes all paperwork for court.
 5. Obtain a court date for each case and notify the Special Prosecutions Unit (SPU). Forward copies of the Criminal Complaint Form (Form B-39) to SPU.
 6. Obtain results of court case from SPU.
 7. Maintain all pertinent dates and data in log.

The Borough Superintendent must immediately notify the Executive Chief Inspector and the Coordinator of the dismissal of any vacate orders. The Coordinator must notify the Special Prosecutions Unit and Corporation Counsel of the dismissal of all vacate orders.

FJP:HG:mh

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.

SDO:IF:sr