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Queens Borough Office Pilots a Zoning Review Program For Professionally Certified Applications

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Effective September 5th, the Queens Borough Office will begin a pilot program that requires a review of all New Building (NB) and Alteration Type 1 (Alt 1) applications submitted under the Professional Certification Program. The goal of the pilot is to perform an initial review of the plans to identify potential zoning problems prior to completion of data entry and the issuance of permits and to continue our efforts to ensure compliant development.

The expected turnaround time for the pilot review is five business days.

The initial review will focus on compliance with the Zoning Resolution and will include pre-screening checks on:

- Open Space and Floor Area
- Density
- Lot Area and Lot Width
- Required Yards
- Height and Setback

Upon receipt of payment, professionally certified jobs will be data entered and forwarded to a Plan Examiner for the pilot review. If no objections are found, the job will be approved and the job folder will be returned to the Record Room within 48 hours.

If there are objections, the examiner will disapprove the job, and call the applicant to schedule an appointment with a Plan Examiner.

Note: In addition to the initial pilot review, the Department will continue to select 20% of all Professionally Certified applications for audit within 10 days of the initial permit issuance.