

MEMORANDUM

DATE: March 13, 2020
TO: **Borough President James S. Oddo**
Jason Razefsky, Chief of Staff
FROM: Robert E. Englert, RA,
CC: Isaac Gorodetski, Jennifer Sammartino
RE: **COVID-19 Precautionary Procedures**

COVID-19 PRECAUTIONARY PROCEDURES

Effective immediately, there will be no physical access to the SIBP Topographical Bureau. All business will be conducted via email and conference calls. Email inquiries must be forwarded to the Director of Land Use, Planning and Infrastructure at the address listed below. Individual Bureau staffers will not be responding to emails and will not be available to discuss initial inquiries by phone. General questions, **not** requiring map or other research, will be received at 718.816.2114.

Initial Email inquiries:

- **Street status requests** (including title companies, attorneys and design professionals):
Provide requestor contact information, all affected block(s), lot(s) and street parameters
- **Map requests:** Provide requestor contact information and all affected streets/area parameters
Smaller map plats - Will be scanned and emailed
Large map plats – Will be photographed and emailed
- **Monument & Benchmark Information:** Provide requestor contact information, all affected block(s), lot(s) and street parameters

Drop-Off / Pick Up:

- **House Number Requests:** Submit package, including payment (bank check or money order) at designated Borough Hall drop-off area. Applications will be processed and returned to Borough Hall lobby drop-off /pick-up area. Applicants will be notified via email of certified applications or incomplete submissions.
- **Map Returns:** Any maps that are currently signed out should be returned immediately to designated Borough Hall lobby drop-off / pick-up area. No additional maps or worksheets will be released to the public until further notice.

Conference Calls:

- Calls can be scheduled to further discuss responses to initial email inquiries by calling 718.816.2114
- Participants should forward agenda of specific concerns no later than one day before the scheduled call. The Bureau will cancel scheduled calls if agenda is not received in advance as required.

Contact Information:

- Email Inquiries: REnglert@stateninsula.com
- Drop Off / Pick-up: Borough Hall
10 Richmond Terrace, S.I., N.Y. 10301
1st Floor Lobby – Topographical Bureau Bin
- Conference Calls: Conference call numbers and codes will be emailed as required