

## Adopt a Site!

We suggest finding/asking volunteers to become an “overseer” of any new construction sites in the community. A community needs to make sure these sites are being built to the plans they submit to DOB. We’ve seen that the DOB is unable to protect most communities with timely responses to 311 calls (due to the amount of complaints made and small staff size compared to number of complaints), so we have to be the eyes and ears for them. In addition, information gathered when a site is adopted is essential when the community goes to the press to ask them to do a story on a particular development site or an impacted block/neighborhood.

We all need to be vigilant against unscrupulous developers. How often have we seen a legal four-story building suddenly get a couple of extra floors added? If an area has a reputation for being very protective against unsafe and illegal developments, we should see less of the Katans and Raduskys of this world.

*It does not matter if more than one person is watching a site. The more information, the better.*

### Information About Your “Adopted” Site:

(Fill in as much information as you can or know of in each section)

1. Name of “Adopter” (you):
2. Phone #:
3. E-mail:
4. “Adopted” Site Address: Block/Lot:
5. Zoning (R6, R5B, etc.):
6. Type of Permit(s)/Date(s) Issued:
7. Size of Building (# of stories, height, street frontage, # of units):
8. Other Comments:

**Statement of Facts** (i.e. Where is the site? When did work start? What type of construction is being done?):

Contact info (phone #, address on sign/truck, etc.) for the following:

>Developer:

>Builder:

>Contractor:

>Architect:

>Sub-Contractor(s):

Also: Demolition company, electricians, iron workers, masons, etc. You can get this information from building site signs and from trucks that are doing work at the site.

**IMPORTANT:** Include phone # and address of ANY contractor. \*Attach additional sub-contactor info on separate page(s).

**List of Affected Adjacent Properties:**

This list should include all owners and tenants living or working in a property near a site (both sides and rear of site).

>Include Name / Address / Telephone # and Email.

>Attach property owners/neighbors on separate page(s).

Also let these people know they can contact you or the group if anything is going on at the site.

**Other Information/Evidence:**

>Photographs/Video/Mini DV Tapes.

>Date taken:

>By Whom:

Please send copies of any visual material along with this form if possible, including photographs, tapes, CD-ROMs, DVDs, etc.

**311 Complaints Made** (attach additional sheets if necessary):

1. Date & Time:

2. Complaint # (s) (VERY IMPORTANT):

3. To what City Department:

4. Resolution (If any or indicate "still active"):

**Comments** (Feel free to add anything else that may spring to mind so long as it's kept simple)

Updated March 1, 2007

By Concerned Citizens of Greenwood Hts./South Park Slope Community Group