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Subject: DERELICT VEHICLES IN LOTS

The Borough Deputy Chiefs will survey their respective Districts for any lots containing abandoned derelict vehicles.

Submit a list by District *to DVO Headquarters of all such lots listing the following information:

BLOCK AND LOT NUMBER.

(THIS INFORMATION CAN BE OBTAINED THROUGH YOUR LOCAL COMMUNITY BOARD.)

STREET, AVENUE, ROAD, ETC., WHERE LOT IS LOCATED.

BRIEF DESCRIPTION OF LOT
(I.E. FENCED, PRIVATE, WETLANDS,)

NUMBER OF DERELICT VEHICLES ON LOT AND TYPE
(CAR, TRUCK, BOAT, ETC.)

When a determination of ownership is made, the following guidelines will be adhered to:

IF PRIVATE PROPERTY

This arrangement will be made between DVO and the owner of the lot.

DVO will send a form letter advising owner that there appears to be abandoned vehicles on their property. The owner will be given the telephone number of DVO Headquarters, a copy of the letter will be kept in DVO files for 30 days. If not replied to within 30 days the letter will be deleted from the file and no further action taken. The District Superintendent will be notified. If in the opinion of the D/C of Cleaning or Borough D/C these derelict vehicles pose a health or safety hazard, the D/C shall notify Chief of the Lot Cleaning Unit through the normal chain of command.

IF CITY PROPERTY

Once the Department of Citywide Administrative Services, Division of Real Estate Services identifies the block and lot as being owned by the City, and not leased, the borough DVO Supervisor will coordinate the tagging and removal of all derelict vehicles. District Superintendents will be notified of final disposition by DVO Supervisors or DVO Headquarters.

IF WET LANDS

Under no circumstances will any abandoned derelict vehicles be tagged on wet lands. All requests to have any abandoned derelict vehicles removed from wet lands must be directed through DVO

Headquarters. The Department of Environmental Protection or Department of Environmental Conservation will determine the vehicles to be tagged. Only after all the required DEC permits are obtained, and only under the guidance of DEP, or DEC will DVO remove these vehicles.

Additional information will be needed for this category.

INCLUDE: Accessibility to abandoned derelict vehicles (i.e. dirt road, paved road, no road, etc.)

Topography - Heavy growth, trees, water, swamp, hills, etc.

Equipment needed to remove derelict vehicles - wrecker, F.E.L., or specialized equipment

Any questions can be directed to the Borough Operations Superintendent who will communicate the needs to DVO Headquarters.

Bernard J. Sullivan
First Deputy Commissioner