



NASSAU COUNTY
DEPARTMENT OF PUBLIC WORKS

April 9, 2020

Nassau County DPW 239F Application Guidance

Please see below for our current application review procedure in accordance with COVID-19 staffing plans and social distancing protocols.

- **Pending 239f Referrals**

- 239f referrals received prior to implementing the COVID-19 Reduced Density Response have been routed and are being reviewed off-premises by DPW engineering staff. Comments and/or approvals are being compiled by essential staff on the 1st floor. Applicants (authorized as agents of the referring municipality) will be contacted by DPW to schedule an appointment to pick up comments/approvals from 1194 Prospect Avenue, Westbury.

- **New 239f Referrals**

- Staffing arrangements have been made by DPW to accept NEW 239f referrals from municipalities and authorized agents/applicants - **Effective Immediately**. New 239f referrals may be hand delivered to the lobby of NCDPW, 1194 Prospect Avenue, Westbury, NY during regular business hours, or mailed to the attention of William Nimmo, Deputy Commissioner, NCDPW (preferred). Reviews will be conducted by DPW staff working off-premises in accordance with social distancing protocols. Once the review is completed, DPW will contact (via phone or email) the referring municipality or authorized agent/applicant to schedule an appointment to pick up the comment and/or approval package.