

PURPOSE OF FORM

This form must be submitted for all applicants seeking a property tax abatement for the installation of a green roof. It must be completed by all the responsible individual(s) as set forth in the Department's rule 1 RCNY 105-01, as amended.

The completed PTA3 must be submitted with the request for alteration application sign-off relating to the installation of a green roof, and must be received by the Department of Buildings by March 15th in order to qualify for a property tax abatement to take effect on July 1st of the same calendar year.

NOTE: Construction documents submitted for the alteration application relating to the installation of a green roof must be complete to support this tax abatement application. For additional information see Title 4-B of Article 4 of the New York State Real Property Tax Law, Department of Buildings' rule 1 RCNY 105-01, and other Department communications regarding the property tax abatement program. If the documents do not conform to required standards, then a filed and approved Post Approval Amendment to the alteration application may be required prior to acceptance of the PTA3.

INSTRUCTIONS

SECTION 1: Location Information of Green Roof

- Location refers to the place where the green roof will be installed. Complete and accurate information is required for the property location of the green roof. The property location should be listed exactly as it appears in the Department's Property Profile. Information missing or inconsistent with the location established during the work application process, might delay or prevent processing of this property tax abatement application.
- An **Eligible Building Address** is the location of the building being considered for property tax abatement, there can only be one eligible building per project. **Associated Building Addresses** are the house numbers of other buildings incorporated in the construction of a Green Roof (i.e., roof space is utilized for parts of the project).
- Indicate the Community District in which the property is located and whether it is a priority community district. Buildings located in priority community districts are eligible for the Enhanced Tax Abatement. Priority community districts currently include Bronx Community Districts 1, 2, 3, 4, 5, 6 and 11; Brooklyn Community Districts 3, 4, 5, 9, 16 and 17; and Manhattan Community District 10. For the most updated list of priority community districts, visit the NYC Mayor's Office of Sustainability's website at nyc.gov/sustainability.

SECTION 2: Applicant for Property Tax Abatement Information

- The applicant for property tax abatement refers to the owner or ownership of the eligible building applying for the property tax abatement as defined in 1 RCNY 105-01. The information provided in this section must include the name and contact information of a) the building owner, or b) board of managers of a condominium or board of directors of a cooperative apartment.
- When applicable, the required information (in the authorized representative sections) must be provided for the individual authorized to represent the building owner or board.

SECTION 3: Permit Information

- In this section provide the Department of Buildings Job Number for the alteration application related to the green roof.
- For any electrical application related to the green roof, provide the electrical permit a) number; b) issuance date and c) sign-off date

SECTION 4: Applicant of Record Information

- The Applicant of Record refers to the Professional Engineer (PE) or Registered Architect (RA) who files the alteration application related to the green roof. Provide all required information including name, contact and New York State license number.

SECTION 5: Professional Certifying this PTA3 Application

- This section refers to the Professional Engineer (PE) or Registered Architect (RA) who certifies the green roof property tax abatement application. Provide all required information in this section.