



Board of Standards and Appeals

250 Broadway, 29th Floor · New York, NY 10007
Website @ www.nyc.gov/bsa

Meenakshi Srinivasan
Chair/Commissioner

MEMORANDUM

To: Applicants

From: Jeff Mulligan
Monique Granados

Re: Updated requirements for filing of applications and submissions

Date: June 7, 2013

The Board of Standards and Appeals is revising its requirements for filing applications and subsequent submissions. As you may know, the Board now requires the submission of a CD in addition to the requisite number of paper copies. During this year, we plan to phase in a greater reliance on electronic filing, leading to a significant reduction in the required number of paper copies. We will notify you once we are ready to eliminate most of the paper copies. Beginning immediately, however, please follow the instructions below when filing a new application and making subsequent submissions. If you have any questions, please contact Monique Granados at (212) 386-0079.

A. Filing a new application

Provide one (1) original, one (1) copy, and one (1) CD of the complete application.

B. Filing a response to staff notice of comments before the first public hearing

- Provide one (1) original, one (1) copy, and one (1) CD of the complete submission or, in lieu of the CD, email the submission if it does not exceed 10 MB.
- Provide six (6) paper copies of the newly-assembled, final application. This must include the relevant documents from the first application (i.e., the documents not replaced by the subsequent submission) and the new submission. This must be completed at least three (3) weeks prior to the public hearing.

C. Filing a submission for a continued public hearing

Provide one (1) original, seven (7) copies, and one (1) CD (or email) of the complete submission.

Please also note the following:

1. In-person filing requirements:

All new filings and submissions must be made in person at 250 Broadway, 29th Floor. An appointment is required, and must be made by calling (212) 386-0079 or by contacting Doretha Whitley

(dwhitley@bsa.nyc.gov) or Monique Granados (mgranados@bsa.nyc.gov). Appointments can be made between 9 am and 4 pm.

2. CD and email filing requirements:

- a. A CD is required in the filing of a new application and any subsequent submission. An email is permitted in lieu of a CD for subsequent submissions, provided the email does not exceed 10 MB.
- b. All files on the CD or attached to the email must be clearly legible, including color photos. Poorly scanned copies will not be accepted.
- c. Each document on the CD or attached to the email must be saved as an individual PDF file.
- d. All documents that are required by the application instructions to be signed and/or sealed must also be signed and/or sealed on the CD or the email attachment.
- e. All documents provided in the corresponding paper filing must be included on the CD or attached to the email.

Additional requirements for new applications (CD only):

- a. The address must be written on the CD.
- b. The name and ordering of each file on the CD must match the instructions on the following pages ("New application: Order and naming of files on the CD"). If you are providing a document which is not listed on the attached pages, please label accordingly (e.g., "Geotechnical Report"). If an item listed on the attached pages is not required for your application (e.g., a special permit does not require a financial feasibility analysis), then do not include the item, and change the alphabetizing of files accordingly.
- c. The CEQR documents (EAS or Type II checklist) must be included as an individual file on the CD and not on a separate CD.

Additional requirements for submissions (CD or email):

- a. Email submissions must be sent to submit@bsa.nyc.gov, and the examiner must be copied.
- b. The BSA calendar number must be written on the CD or in the email subject heading.
- c. The cover letter and submission form must be included on the CD or attached to the email.
- d. The files on the CD or attached to the email must be accurately labeled. If the document is a revision, note that it is a revision and provide the date. For example, "Statement of Findings, Revised June 1, 2013".
- e. If any plans are being revised in the submission, provide a complete set of new plans. The cover letter must identify which plan sheets have been revised. This will help us avoid confusion in assembling the final application for commissioner review.
- f. Within 24 hours of sending the email, the required number of paper copies must be brought to the Board. If received by 5 pm, email submissions will be clocked in for the day received. After 5 pm, email submissions will be clocked in on the following workday.

New application: Order and naming of files on the CD

BZ applications:

1. Application Form
2. Department of Buildings Objection
3. Affidavit of Ownership
4. Statement of Facts
5. Statement of Findings
6. Certificate of Occupancy
7. Evidence of Uniqueness/Hardship
8. Financial Feasibility Analysis
9. Zoning Map
10. BSA Zoning Analysis Form
11. Tax Map
12. Radius Diagram/Land Use Map
13. Photographs
14. Existing Conditions Plans
15. Conforming Plans
16. Proposed Conditions Plans
17. List of Affected Property Owners and Tenants
18. CEQR Application

SOC applications:

1. Application Form
2. Statement of Facts
3. Affidavit of Ownership
4. Department of Buildings Objection
5. Board History
6. Certificate of Occupancy
7. Violation History
8. Certificate of Inspection and Compliance
9. CEQR Protocol Affidavit
10. Other Agency Permit/License
11. Zoning Map
12. Tax Map
13. Radius Diagram/Land Use Map
14. BSA Zoning and Sign Analyses Forms
15. Photographs
16. BSA Resolutions
17. Previously-Approved BSA Plans
18. Existing Plans
19. Proposed Plans

Appeals applications:

1. Application Form
2. Statement of Facts and Findings
3. Affidavit of Ownership
4. Department of Buildings Determination
5. BSA Resolutions
6. Court Actions
7. Permit Information
8. Zoning, Building, or Other Applicable Code Sections
9. Relevant Case Law
10. Zoning Map
11. Tax Map
12. Survey Map
13. BSA Zoning Analysis Sheet
14. Radius Diagram and/or Area Map
15. Plans
16. Photographs
17. Construction Information
18. Financial Information

BZY applications:

1. Application Form
2. Statement of Facts
3. Statement of Findings
4. Affidavit of Ownership
5. Permit Information
6. Construction Information
7. Financial Information
8. Zoning Map
9. City Planning Commission Report
10. Department of Buildings Plans
11. Photographs