

**ANNOUNCEMENT
FEES FOR LETTERS OF SUBSTANTIAL COMPLIANCE**

Effective July 1, 2006, the Board of Standards and Appeals will assess a fee for applications for a letter of substantial compliance ("LSC") with an existing grant.

This type of application is the equivalent of a review of a determination by the Department of Buildings that the proposed minor amendment requires Board approval. A fee is appropriate because the Board and its staff typically spend considerable time reviewing LSC applications.

The fee is \$613.00. Checks should be payable to the 'Board of Standards and Appeals'.

Not-for-profit entities and owners of one, two and three family homes will not be assessed a fee.

In addition to the fee, the following items must be submitted with all LSC applications:

- (1) a letter outlining the previous approvals (including any prior LSCs) and proposed changes;
- (2) an owner's authorization;
- (3) a DOB objection stamped by the relevant Borough Commissioner or senior plan examiner;
- (4) Previous BSA resolution and, if applicable, LSCs;
- (5) Previously approved plans;
- (6) one set of proposed plans; and
- (7) if necessary, a separate set of proposed plans, with the proposed changes bubbled or otherwise denoted.

Currently, LSC applications vary greatly as to form, types of supporting documentation, and depth of information. The new procedure provides needed uniformity so that applications can be processed with greater speed and ease.

If a case file has been retrieved from archives by the applicant as part of the LSC preparation process, it must remain at the BSA offices until the Board provides a written response to the LSC application.

If you have any questions, please contact Jeff Mulligan, Executive Director, at 212-788-8805.