

FILING REQUIREMENTS FOR NEW APPLICATIONS AND SUBSEQUENT SUBMISSIONS

January 28, 2014

		Applications Filed in 2012 or Earlier	Applications filed in 2013	Applications filed in 2014 onwards
A.	Filing a New Application *			Provide one (1) original, two (2) copies, and one (1) CD of the complete application. <i>New applications cannot be submitted via email.</i>
B.	Filing Response to Staff Comments prior to First Public Hearing	Provide one (1) original, and seven (7) copies of the submission.	Provide one (1) original, one (1) copy and (1) electronic copy ** of the complete submission, and one (1) copy of the newly-assembled, final application. This must include the relevant documents from the initial filing (i.e., the comments not replaced by the subsequent submission) and the new submission.	Provide one (1) original, two (2) copies, and one (1) electronic copy ** of the complete submission.
C.	Filing Submissions for Continued Hearings	Provide one (1) original, seven (7) copies of the submission.	Provide one (1) original, two (2) copies, and one (1) electronic copy of the complete submission.	Provide one (1) original, two (2) copies, and one (1) electronic copy of the complete submission.
D.	Final Drawings and EAS Prior to Vote	Provide one (1) original, two (2) copies, and one (1) electronic copy	Provide one (1) original, two (2) copies, and one (1) electronic copy	Provide one (1) original, two (2) copies, and one (1) electronic copy

* All new filings and paper submissions must be made in person at the Board office, 250 Broadway, 29th Floor. An appointment is required, and must be made by calling (212) 386-0009 or by contacting Doretha Whitley (dwhitley@bsa.nyc.gov) or Emanuel Jones (emjones@bsa.nyc.gov). Appointments can be made between 9:00 am and 4:00 pm.

**electronic copy = email to submit@bsa.nyc.gov or in-person filing of a CD. See “REQUIREMENTS FOR FILING BY EMAIL OR CD” for further instructions.

REQUIREMENTS FOR FILING BY EMAIL AND CD

January 28, 2014

A. Email and CD requirements

- All files attached to the email or on the CD must be clearly legible, including color photos. Poorly scanned copies will not be accepted.
- All documents provided in the corresponding paper filing must be attached to the email or included on the CD.
- Documents attached to the email or on the CD must be saved as individual PDF files (i.e., do not group large documents together in one PDF).

B. Requirements for filing a CD for a new application

- The address must be written on the CD.
- 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.
- If the application includes multiple exhibits (which is common for interpretive appeals and vested rights applications) include a separate table of exhibits.
- The CEQR documents (EAS or Type II checklist) must be included as an individual file on the CD and not on a separate CD.
- A new application cannot be filed via email. A CD is required.

C. Requirements for filing a submission by email or CD

- Email submissions must be sent to submit@bsa.nyc.gov and the examiner must be copied.
- The BSA calendar number and, if applicable, the scheduled hearing date must be written on the CD or in the email subject heading.
- The completed BSA Submission Notice and cover letter must be included on the CD or attached to the email. Title the documents “00.Submission Notice” and “0.Cover Letter”
- 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 - for example, “Revised Statement of Findings 2-1-2014” – and be sure to be consistent with naming - for example, “Exhibit C – Case Law” should be, when revised, “Revised Exhibit C – Case Law 2-1-2014”.
- 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.
- Within 24 hours of sending the email, the required number of paper copies must be brought to the Board office. 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. Alternative Scenario/ Lesser Scenario Plans
18. List of Affected Property Owners and Tenants
19. 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. Compliance Chart and Supporting Evidence
10. CEQR Protocol Affidavit
11. Other Agency Permit/License
12. Zoning Map
13. Tax Map
14. Radius Diagram/Land Use Map
15. BSA Zoning and Sign Analyses Forms
16. Photographs
17. BSA Resolutions
18. Previously-Approved BSA Plans
19. Existing Plans
20. Proposed Plans

Appeals applications:

1. Application Form
2. Statement of Facts and Findings
3. Table of Exhibits
4. Affidavit of Ownership
5. Department of Buildings Determination
6. BSA Resolutions
7. Court Actions
8. Permit Information
9. Zoning, Building, or Other Applicable Code Sections
10. Relevant Case Law
11. Zoning Map
12. Tax Map
13. Survey Map
14. BSA Zoning Analysis Sheet
15. Radius Diagram and/or Area Map
16. Plans
17. Photographs
18. Construction Information
19. 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