

FILING REQUIREMENTS FOR NEW APPLICATIONS AND SUBSEQUENT SUBMISSION

Filing a New Application

- Provide one (1) original, one (1) copy and one (1) CD of the complete application.
- All new filings 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. Appointments can be made between 9:00 am and 4:00 pm.

Filing Responses to Board or Staff Comments

- Provide one (1) original, one (1) copy and one (1) electronic copy.
- All hard copy submission 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. Appointments can be made between 9:00 am and 4:00 pm.
- The electronic copy materials must be emailed to submit@bsa.nyc.gov prior to submitting the hard copies to the Board office. If a submission is too large to be submitted via email, a CD containing the materials may be brought along with the hard copy submission.

For assistance in filing a new application contact the Records Unit at 212-386-0009. For assistance regarding digital submission contact Mr. Vincent Rivas, Records Specialist at 212-386-0079.

REQUIREMENTS FOR FILING BY EMAIL AND CD

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).

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.

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.

Order and Naming of Documents on CD

<u>BZ Applications</u>	<u>SOC Applications</u>
<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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
<u>Appeals Applications</u>	<u>BZY Applications</u>
<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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