

**BOARD OF STANDARDS AND APPEALS
PROCEDURES FOR SERIES APPLICATIONS**

Series applications involve the construction of multiple buildings on separate zoning lots that result from a subdivision of either an existing zoning lot or a zoning lot formed through a merger.

The goals of the procedure are to streamline the application process and reduce the quantity of submitted material.

All series applications must follow these procedures to be calendared.

Calendar Numbers, Department of Buildings Objections and Fees

A series application shall be considered one distinct application based on the configuration of the zoning lot existing as of the date of the application. However, each proposed zoning lot shall be assigned separate calendar numbers for record-keeping purposes only.

A separate Department of Buildings objection sheet for each proposed zoning lot should be obtained.

The fee for BZ applications will be based on the square footage of the original zoning lot. The fee for GCL applications is based upon the proposed number of buildings.

Required Information for Series Applications

VARIANCE CASES

- BZ Form: Only one BZ form for the series should be submitted. Please reference each calendar number, DOB objection number, etc. on an attachment to the BZ form, preferably in a table, that includes the BSA calendar number, new address, prior address, new or tentative lot number and prior lot number, as well as the separate DOB job number for each lot. See the attached example for guidance.
-

- Owner Authorizations: A separate owner authorization for every fee owner must be submitted. However, when the zoning lot is under single ownership at the time of filing, a single owner authorization referring to the larger lot and address, while referencing the tentative lot numbers and addresses, will be sufficient. Authorizations from contract vendees are not necessary.
- Statement: Only one Statement of Facts and Findings should be submitted. The application for the variance must be predicated on the existing zoning lot. Therefore, the Statement of Facts and Findings must address each of the findings in relation to the existing zoning lot. In particular, the Statement should contain a discussion of the hardship and associated costs related to the existing lot and rationalize the relief accordingly. As supporting material, the Statement should contain an explanation of the proposed subdivision (whether it is allowed as-of-right, whether it is necessary to increase density to offset costs related to the hardship, etc.), as well as a description of the individual waivers, if any, related to the newly created lots.
- As-of-right Scenario: A set of plans for the as-or-right scenario should be submitted, based upon the existing zoning lot. This scenario should be illustrated on a separate site plan, and reflected in a separate BSA zoning analysis sheet, feasibility study, and other supporting materials. All materials related to this scenario must be based on the existing zoning lot.
- Proposed scenario: A set of plans for the proposed scenario should be submitted. The proposed scenario should be illustrated through a separate site plan, BSA zoning analysis sheet, feasibility study, and other supporting materials. These materials should also be based on the existing zoning lot. Additionally, a separate plot plan, floor plan, and BSA zoning analysis sheet must be submitted for each tentative lot, when the specific waivers relate to them. In the event that the buildings on the tentative lots are in fact identical, one set of plans and BSA zoning analysis will be adequate, provided such items properly refer to the larger lot's address and lot number as well as the tentative addresses and lot numbers.

GCL CASES

- A Form: Only one A form for the entire series should be submitted. Please reference each calendar number, DOB objection number, etc. on the same form, or on a separate table. The current address and block and lot number of the existing zoning lot should be identified, as well as the tentative addresses and lot numbers.
- Plans: One comprehensive site plan should be submitted. This site plan should show each proposed tax lot. Each lot should be identified by the proposed lot number, the related Department of Buildings job number, if applicable, and the related BSA application number.
- Zoning Analysis: One zoning analysis covering the entire development should be submitted.

Resolutions

A separate resolution will be issued for each lot that has a separate DOB objection and BSA calendar number.

Multiple buildings on one zoning lot

All applications for development of multiple buildings on one zoning lot, where no subdivision is contemplated, must be filed as a single application. All DOB objections should relate to the zoning lot.

Requests for deviations or exceptions to this procedure, or any questions, may be directed to Board's Executive Director (212-788-8805). Thank you for your continued cooperation while the process is fully implemented.

BZ FORM ATTACHMENT FOR SERIES APPLICATION

	Proposed Address on First Street	Prior Address on First Street	Proposed Lot Number on Block 1000	Prior Lot Number on Block 1000	DOB Objection Number
123-05-BZ	1	1	120	50	123456
124-05-BZ	2	1	121	50	123457
125-05-BZ	3	1	122	50	123458
126-05-BZ	4	1	123	50	123459
127-05-BZ	5	1	124	50	123460
128-05-BZ	6	1	125	50	123461
129-05-BZ	7	1	126	50	123462
130-05-BZ	8	1	127	50	123463
131-05-BZ	9	1	128	50	123464

Example