



**City of New York**  
**Board of Standards and Appeals**  
**40 Rector Street, 9<sup>th</sup> Floor**  
**New York, NY 10006-1705**  
 Phone: (212) 788-8500  
 Fax: (212) 788-8769

**SPECIAL ORDER CALENDAR (SOC)**  
*Application Form*

**BSA APPLICATION NO.** \_\_\_\_\_

**Section A**

*Applicant/  
Owner*

NAME OF APPLICANT			OWNER OF RECORD		
ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
AREA CODE	TELEPHONE		LESSEE / CONTRACT VENDEE		
AREA CODE	FAX		ADDRESS		
EMAIL			CITY	STATE	ZIP

**Section B**

*Site  
Data*

*All sections  
must be  
completed*

STREET ADDRESS (INCLUDE ANY A/K/A)

DESCRIPTION OF PROPERTY BY BOUNDING OR CROSS STREETS

BLOCK	LOT(S)	BOROUGH	COMMUNITY DISTRICT NO.	CERTIFICATE OF OCCUPANCY NO.
CITY COUNCILMEMBER	EXISTING ZONING DISTRICT <i>(include special zoning district, if any)</i>		ZONING MAP NUMBER	

**Section C**

*Description*

(LEGALIZATION YES NO IN PART)

**APPLICATION IS HEREBY MADE TO:**

Waive of the Rules of Practice and Procedure. *(Explain in your statement)*

Reopen and Extend the time to:

Complete construction      Obtain a Certificate of Occupancy      Expiration Date: \_\_\_\_\_

Reopen and Amend the BSA resolution.

Reopen and Extend the term of the:

Variance      Special Permit      For a term of \_\_\_\_ years      Expiration Date: \_\_\_\_\_

Other *(Explain in your statement)*

**Authorizing Section(s) of the Zoning Resolution:**

§ 11-411      § 11-412      § 11-413      §§ 72-01 and 72-22      § 73-11      Other § \_\_\_\_\_

**Section D**

Department  
Of  
Buildings  
Information

<b>DOB DECISION:</b> _____	<b>DATED:</b> _____	<b>ACTING ON APPLICATION NO:</b> _____
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	YES	NO
1. Have plans been filed?.....		
2. Have plans been approved?..... (If Yes, Date Approved _____)		
3. Has a permit been obtained?..... (If Yes, Permit No. _____ Date Issued _____)		
4. Is work in progress?..... (If Yes, Percentage of work completed _____%)		
5. Has a temporary or permanent Certificate of Occupancy been obtained?..... (If Yes, Expiration Date _____ *Also please attach one copy)		

If you have answered "No" to any of these questions, please include a paragraph in your statement describing the reason(s) for delay and the projected schedule of completion.

**Section E**

BSA  
History

**Please list all prior BSA actions associated with the subject Zoning Lot and attach one copy of each resolution:**

On \_\_\_\_\_, when the Zoning District was \_\_\_\_\_, an application was granted by the Board under Section \_\_\_\_\_ to permit \_\_\_\_\_

**Section F**

	YES	NO
Have you examined the Board's file?.....		
Have you recently inspected the premises and surrounding area?..... (If Yes, Date of most recent site inspection _____)		
<b>Did you find:</b>		
1. Compliance with the terms and conditions of the Board's resolution?..... *Please attach a completed Certificate of Inspection and Compliance		
2. Any significant condition changes (e.g. rezoning, city map amendments, recent Developments) within the affected area since the Board's last action on this application? *If there have been significant changes, please submit seven (7) copies of a Radius Block Diagram clearly indicating such information.		
a. Is there currently a proposal before the City Planning Commission to change the subject Zoning District, or any other action which includes the premises?..... (If Yes, File / CP No. _____ *Also, please explain in your statement)		
b. Are there any outstanding violation(s) on the premises?..... (If Yes, please submit a printout and include a status report in your statement)		
c. Is there any other application before the Board which affects the premises?..... (If Yes, Cal No. _____ *Also, please explain in your statement)		
d. Is there any other application at any government agency which affects the premises?.... (If Yes, please explain in your statement)		
e. Is the premises the subject of any Court action?..... (If Yes, please explain in your statement)		

**I HEREBY AFFIRM THAT BASED ON INFORMATION AND BELIEF, THE ABOVE STATEMENTS AND THE STATEMENTS CONTAINED IN THE PAPERS ARE TRUE**

SWORN TO ME THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Applicant, Corporate Officer or Other Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
NOTARY PUBLIC