



## Loft Board

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## INSTRUCTIONS FOR SERVING AND FILING AN APPLICATION

After completing an application, **the applicant(s) must serve the application upon all affected parties** and file it with the Loft Board. Failure to do so may result in a delay in processing or rejection of the application. Please review the checklist on the bottom of this page before serving and filing the application. For information on completing an application, please refer to the separate sheet titled **“Instructions on Completing an Application,”** available on the Loft Board’s website, or call the Loft Board’s Public Information Officer at 212-566-5663.

- 1. Who must be served with a copy of the application?** All the affected parties listed in the application must be served. For more information on who is an affected party, please refer to the instruction sheet for completing an application.
- 2. How is the application served to each affected party?** You should serve the application by regular mail prior to filing the application with the Loft Board.
- 3. How do I show the Loft Board that I served each application upon the affected parties?** A certificate of mailing stamped by the US Post Office for each party to whom you mailed an application must be included in the application package filed with the Loft Board as proof of service.
- 4. What if I do not have the financial resources to serve all of the affected parties?** Section 1-06(b)(4) of the Loft Board rules provides that where service by the applicant is a financial hardship, the applicant may request a waiver of the service requirement based on indigence.
- 5. What needs to be included with the application sent to each affected party?** You must include the following:
  - The application.
  - An instruction sheet to affected parties explaining how to file an answer.
  - A blank answer form
- 6. How is the application filed with the Loft Board?** You may file the application with the Loft Board by either: (1) regular mail or (2) hand delivery. The application is considered filed on the day it is received between the hours of 9am until 4pm on Mondays through Fridays, except for holidays.
- 7. What needs to be included with the application filed with the Loft Board?**
  - 5 copies of the application (at least 1 of which includes an original applicant’s signature).
  - 1 copy of the instruction sheet for filing an answer.
  - A check or money order in the amount of the application fee.
  - Proof of service made upon each affected party.

## CHECKLIST FOR SERVING AND FILING AN APPLICATION

- 1. Did I include the following documents with the application that I mailed to each affected party?**
  - The complete application.
  - The blank answer form.
  - The instruction sheet explaining how an affected party must file an answer.
- 2. Did I mail a copy of the application package to each affected party listed on the application?**
- 3. Did I obtain a certificate of mailing from the US Post Office, showing proof that I mailed a copy of the application to each affected party?**
- 4. Did I file the application with the Loft Board?**
- 5. Did I include the following in my filing to the Loft Board?**
  - 5 copies of the application (1 of which includes applicant’s original signature).
  - 1 copy of the instruction sheet for filing an answer.
  - A check or money order in the amount of the application fee.
  - A United States Post Office stamped copy of the certificate of mailing of the application package to each of b the affected parties.