

Housing and Land Use Review Information

Manhattan Community Board 3 – Land Use, Zoning, Public & Private Housing Committee

Common Uniform Land Use Review Procedure (ULURP) Actions

These come before the Community Board for review and recommendation. They must be completed within 60 days of receiving application and require a public hearing with 20% of full board members and a separate vote at Full Board during Committee report.

- **Zoning Map Changes** – Changes to the zoning maps outlined in the NYC Zoning Resolution, including district designations and boundaries.
- **Disposition of real property (City-owned property)** – Includes the sale, lease or exchange of City property

Common Non-ULURP Actions

These actions often come before the Community Board for recommendation, but are not required to undergo full ULURP, and the Community Board may choose to make a recommendation.

- **Zoning Resolution Text Amendments** – Changes to the text of the NYC Zoning Resolution. The review period will be determined by the scheduling of a City Planning Commission hearing, but can be as short as 30 days.
- **Designation of Urban Development Action Area (UDAA)** – When an applicant is rehabilitating housing or building new housing on land that used to be owned by the City, they can qualify for a tax exemption if the area is designated as being in need of urban renewal by a City Council vote. These are typically attached to a UDAAP (*see below*). The Community Board may choose to make a recommendation on the designation.
- **Designation of Urban Development Action Area Projects (UDAAP)** — For specific projects within a UDAA, the City Council also approves the project application. The CB may choose to make a recommendation on the UDAA/UDAAP. UDAA/UDAAP recommendations must occur well before the City Council vote, as the Community Board recommendation can influence Council Members’ negotiations and decisions on these applications.
- **Minor Modifications to prior approved ULURP actions** – Changes that alter elements of a prior approval, but do not alter or require waivers from the underlying zoning. Minor modifications are referred to the Community Board, which typically have 30 or 45 days in which they may make a recommendation.

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Other Common Land Use Actions, Housing Applications, and Certifications

- **421-a Property Tax Exemption applications** — Applications for 421-a Property Tax Exemptions in projects with more than 20 units require notification to the Community Board, which may review and make recommendation to NYC Department of Housing Preservation and Development (HPD). There are a number of different options available through this program, but generally applicants receive up to a 35-year property tax exemption in exchange for 25- to 30-percent of dwelling units being set aside for affordable housing. There are 45 days for Community Board review and comment.
- **Inclusionary Housing applications** — Applications for the Inclusionary Housing program requires notification to Community Boards, which may review and make recommendation to HPD. There are 45 days for Community Board review and comment. Common inclusionary housing applications that come before the Community Board include: voluntary inclusionary housing for new construction; voluntary inclusionary housing for preservation and rehabilitation; and mandatory inclusionary housing.
- **Certificates of No Harassment** — A Certificate of No Harassment (CONH) is required when applicants seek changes in use or occupancy, alterations, or demolition for buildings (1) with Single Room Occupancy (SRO) units; or (2) where a “full vacate” order has been issued; or (3) are participants in HPD’s Alternative Enforcement Program. This requires notification to Community Boards, which may review and make recommendation to HPD within 45 days. In these cases, the Community Board office contacts community housing and tenant organizations for any history of harassment.
- **BSA Special Permits** – Variances and waivers to existing zoning can be sought through the Board of Standards and Appeals (BSA) when an applicant identifies a potential hardship. Community Boards may choose to review and make a recommendation on these items within 60 days of receiving an application.