



THE CITY OF NEW YORK  
MANHATTAN COMMUNITY BOARD 3

59 East 4th Street - New York, NY 10003

Phone (212) 533-5300

[www.cb3manhattan.org](http://www.cb3manhattan.org) – [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov)

Alysha Lewis-Coleman, Board Chair

Susan Stetzer, District Manager

**Housing Checklist and Questionnaire**

RE: \_\_\_\_\_  
(address)

Dear Applicants and Representatives,

Your housing program application has been placed on the agenda of the next meeting of the Land Use Committee of Community Board 3. The Land Use Committee will meet on:

\_\_\_\_\_  
(date and time)

\_\_\_\_\_  
(meeting location)

Please confirm your attendance at the meeting and email an electronic version of your application to [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov). Submitted materials will be posted to the website.

Complete the enclosed questionnaire and return it by email to [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov) **five business days** prior to the meeting.

Finally, please bring the following to the meeting:

- Site plan with neighboring building heights
- Elevations
- Renderings

Thank you for your help and cooperation. If there are any questions, please call the office.

Sincerely,

Susan Stetzer  
District Manager

**Housing Checklist and Questionnaire**

Applicant (Owner): \_\_\_\_\_

Contact Person and relationship to applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address of site: \_\_\_\_\_

Location (between Streets/Aves): \_\_\_\_\_

Block and Lot Numbers: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Architect: \_\_\_\_\_

**Project Description**

Please give overview of Application/Project, including general uses such as residence type (rental, condo, micro-units, co-living, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project information, both allowable and proposed, if applicable:**

Gross Floor Area: \_\_\_\_\_

Number of stories: \_\_\_\_\_

Building height in feet (base and tower, if applicable): \_\_\_\_\_

Will there be usable outdoor space (i.e. roof or terrace, courtyard)?: \_\_\_\_\_

**Type of Request**

Please identify the type of land use action you are bringing before Community Board 3 (ULURP—zoning map change, disposition of real property, special permits including 74-711 and 74-79); zoning resolution text amendment; UDAA/UDAAP; BSA special permit, modification or amendment; IH application, new construction, preservation, or MIH ; 421-a; etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any prior land use actions associated with this project that CB 3 has previously reviewed. Has this project previously appeared before another committee? Are there any deed restrictions or regulatory agreements in place? Please detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Residential Units**

	Number of Units	Size of Units (square feet)	Proposed Rent/Sale Cost - Market Rate	Proposed Rent/Sale Cost - Affordable
Studio Apts:	_____	_____	\$ _____	\$ _____
1-Bedroom Apts:	_____	_____	\$ _____	\$ _____
2-Bedroom Apts:	_____	_____	\$ _____	\$ _____
3-Bedroom Apts:	_____	_____	\$ _____	\$ _____
Total # of Units:	_____	_____	\$ _____	\$ _____

Of the units described above, how many and what percentage are affordable?: \_\_\_\_\_

What are the income levels of the affordable units?: \_\_\_\_\_

Will the affordable unit mix match the market rate unit mix?: \_\_\_\_\_

Describe the distribution of affordable units in the project: \_\_\_\_\_

What is the term (duration) of affordability?: \_\_\_\_\_

What priority/preference will residents of CB 3 have, if any? \_\_\_\_\_

**Please provide information about amenities included in the project.**

Commercial Parking (number of spaces): \_\_\_\_\_ Location: \_\_\_\_\_

Residential Parking (number of spaces): \_\_\_\_\_ Location: \_\_\_\_\_

Exterior Amenities: \_\_\_\_\_

Interior Amenities: \_\_\_\_\_

Rooftop Amenities/Hours Open: \_\_\_\_\_

Other Amenities: \_\_\_\_\_

Community room or any amenities available to the public: \_\_\_\_\_

**Additional Uses**

Will the project include community facilities, commercial, retail, or office space within the building?: \_\_\_\_\_

\_\_\_\_\_

If so, what is the proposed square footage of each?: \_\_\_\_\_

If commercial, what is the rent per square foot (include ranges if rent will vary)?: \_\_\_\_\_

If commercial, what is the proposed type of commercial tenant?: \_\_\_\_\_

What efforts will be made to consider retail diversity and community needs when determining these publicly accessible uses? \_\_\_\_\_

Will the site be fully accessible to persons with disabilities? \_\_\_\_\_

**Financing**

Please to list all subsidies and tax exemption programs being applied for, and list terms and conditions of each program (i.e. 421-a; Inclusionary; Low Income Housing Tax Credits; Article 11; HFA loans; J-51; 80/20; Section 8; purchase or sale of development rights and easements, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has funding been obtained for this project? \_\_\_\_\_

If yes, explain the source of funding \_\_\_\_\_

\_\_\_\_\_

If no, explain how you intend to fund this project \_\_\_\_\_

\_\_\_\_\_

What is the estimated rate of return (percentage)? \_\_\_\_\_