



THE CITY OF NEW YORK
MANHATTAN COMMUNITY BOARD 3
59 East 4th Street - New York, NY 10003
Phone (212) 533-5300
www.cb3manhattan.org - info@cb3manhattan.org

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 info@cb3manhattan.org. Submitted materials will be posted to the website.

Complete the enclosed questionnaire and return it by email to info@cb3manhattan.org **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)? _____