



THE CITY OF NEW YORK

BOROUGH OF THE BRONX

COMMUNITY BOARD #5

Honorable Vanessa Gibson., *Bronx Borough President*

**Chairperson
Osiris Guzman**

**District Manager
Kenneth Brown**

Bronx Community Board 5 - Housing Committee Review Process

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Serving these Neighborhoods:
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Bronx Community Board 5: Housing Committee Review Process

Official Guidelines for Applicants, Agencies, and Developers

Purpose

The Housing Committee reviews housing proposals presented to Bronx Community Board 5 and prepares recommendations for the full board. This review process outlines how proposals are presented, reviewed and evaluated. Committee support is based on written responses and commitments from applicants that can be tracked over time.

Scope

This review process applies to all housing proposals brought to the committee, including new construction, preservation projects, supportive housing, and mixed income developments. It also applies to projects that request a letter of support, or committee action.

Submission of Materials

Applicants should submit the Housing Committee Application and all supporting materials at least (20) business days before the scheduled meeting. That gives the committee enough time to review the project before the presentation.

Incomplete submission may limit the committee's opportunity to make a recommendation. The committee will not prevent an applicant from being placed on the agenda for review, but a vote for a request may be delayed until the missing information is provided and reviewed.

Applicant Requirements:

All applicants must submit a completed version of the Housing Committee Review Process Application and an Intake Packet to the District Manager and the Board's Chair at least **twenty** business days before the next scheduled Housing Committee meeting.

Requests to be placed on the agenda can be done before submission as long as the Housing Review Process documents are submitted before the initial deadline.

Intake Packet Required Information:

- **Project Overview:** Total units, the unit mix from (Studio to 3BR), and a specific AMI breakdown. ***Must include proposed rent prices for each tier.***
- **Land Use:** Current zoning amendment text, all requested land use actions, whether the project requires a ULURP, or if Mandatory Inclusionary Housing (MIH) is required at this proposed site.
- **Design and Site Plans:** The packet must include unit Size, bedroom layout, number of family sized units, community space, open space, laundry, trash storage, and community facility space.
- **Operations Plan:**

Name the proposed Management Company and any Social Service Providers who will be on site.

Include all the developments the applicant already has in Bronx Community Board 5 and neighboring districts.

Explain the following: Resident compliant response process, staffing models, maintenance and security plan, sanitation plan, and point of contact for community concerns.

Fire Safety Plan: Bronx CB5 has had a high number of fires historically and we want to understand how the building will handle fire safety and resident engagement. The applicant will be asked to explain their fire safety plan and equipment in the building. How will residents be engaged on what to do and not to do during an emergency, and whether management will coordinate with FDNY or other safety partners to stay up to date on fire safety rules with residents who newly move into their units. ***(This very important to the community)***

- **Local Impact:** The applicant's plans for hiring and prioritizing Bronx CB5 residents and meeting MWBE goals with local partners.
- **Financing of project:** Include all financing and grants that are supporting the proposed projects.

Facility Inventory (Only If Applicable)

- **Fair Share (City Charter 203):** If any part of the proposal is a "city facility" as defined in City Charter 203, the applicant must identify the responsible city agency and provide supporting documentation as stated in the city charter.

Step 2: The Housing Committee Review Timeline: Our process is built on a staged review process that provides transparency. **Do not expect a vote on the first night.**

- **Meeting 1 (Presentation):** The applicant will present the proposal. The committee members will listen, take notes, and ask questions. No vote.
- **The Evaluation:** After you present, the committee will meet to discuss "Community Board 5 Fit" We specifically look at how your project matches our neighborhood's income levels and housing needs.

- **Follow Up:** After our review, we will email you a written list of questions or specific conditions that you must address. A second meeting can be requested if the committee needs more clarification. **(If Necessary)**
- **Meeting 2 (Recommendation):** Once all questions are answered, stipulations and commitments are confirmed, the committee will move forward with a vote at the next Housing Committee Meeting to move it to the full board.

(This staged review process applies to every applicant to ensure consistency in how the committee review proposals)

Step 3: Conditions: CB5 support usually comes with conditions or stipulations. These are tracked through a **Stipulations Checklist**.

- All promises which were discussed at meetings or through emails need written documentation to become part of a letter of support request.
- CB5 will track all commitments and written responses that are submitted to the committee after a project is supported.
- Any unmet commitments may be documented and shared with City Agencies and Elected Officials as part of our board's oversight role.

Affordability: As a Community Board, we have a responsibility to review whether the proposed rents make sense for the people who live in Bronx Community District 5. If rent does not appear to match local incomes levels, the Housing Committee may ask the applicant to explain the proposed rent levels, consider deeper affordability, and provide a wider AMI mix.

Next Steps: To request to be placed on the next scheduled Housing Committee meeting, contact the CB5 District Office. The request must confirm that the applicant has read these guidelines and will provide the required Intake Packet.

District Office Contact: Email: bx05@cb.nyc.gov or KBrown@cb.nyc.gov

Housing Committee Application

Bronx Community Board 5 Housing Committee requires a completed application and Intake Packet submission. This application confirms that the applicant has read and agrees to follow **CB5 Housing Committee Review Process** for each project or request.

1. Project Information

Please include the following information below so the Housing Committee can review your proposal.

- **Project Name:** _____
- **Project Address:** _____
- **Applicant or Development Entity:** _____
- **Primary Contact (name & title):** _____
- **Email:** _____ **Phone:** _____
- **Project Type:** (New Construction / Preservation / Supportive Housing / Other) _____
- **Action Required:** (ULURP / Zoning Change / Letter of Support/ As of Right) _____

2. Intake Packet Checklist

Make sure to check every box that will be included in the intake packet. .

- **Project Basics** Include address, site details, timeline/milestones, and specific requested actions from the Board.
- **Unit Mix & Affordability** Breakdown of unit counts by AMI percentage, apartment sizes (Studio-3BR), and **rent prices for each tier**. Include eligibility rules.
- **Design and Site Information** Site overview, building designs (height), and floor plans showing layouts for each unit type.
- **Operations & Management** Name of management company and their portfolio history in the Bronx (specifically CB5). Include security plans and maintenance response protocols.
- **Sanitation Plan** Description of interior trash storage and a strategy for preventing sidewalk overflow on pickup days.
- **Fire Safety Plans:** Explain how the management company will handle fire safety and engagement with residents.
- **Community Benefits & Local Impact** Workforce plan with hiring targets for Bronx CB5 residents and MWBE goals. Include ground-floor commercial plans for local entrepreneurs (if applicable).
- **Facility Inventory & Fair Share (Only If Applicable)** For City Charter Section 203 (only): A 0.5-mile radius map and table identifying all shelters and comparable facilities (including bed/unit counts and operators). Note: Must identify the responsible agency for any City Charter 203 "City Facility."

- **Project Funding:** The primary project sponsor and ownership entity. List any public agencies involved and the main public funding or financing programs supporting the project

3. Applicant Acknowledgment

By signing below, the applicant confirms that the information provided is accurate and acknowledges the following process:

- I have reviewed the **Bronx Community Board 5 Housing Committee Review Process**.
- I understand that “**no vote**” may take place at the first presentation meeting.
- I acknowledge that CB5 recommends a **Stipulations Checklist** to be finalized before a recommendation is issued.
- I understand that the Intake Packet must be submitted at least **20 business days** before the scheduled meeting is placed on the agenda.

Authorized Signature: _____ **Date:** _____

Printed Name and Title: _____