

**THE CITY OF NEW YORK  
COMMUNITY BOARD 3  
BEDFORD-STUYVESANT RESTORATION PLAZA  
1360 FULTON STREET, BROOKLYN, NY 11216**

TEL. (718) 622-6601

FAX (718) 857-5774

**HOUSING AND LAND USE COMMITTEE**

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_  
Sponsoring Organization

**From: C. Doris Pinn**  
Chairperson, Housing/Land Use Committee

**Subject:** Request for a meeting with the Housing and Land Use Committee concerning  
\_\_\_\_\_

We are in receipt of your request for a letter of support from Community Board #3. One of the goals of this Board is to promote and support quality businesses and services for the residents of Bedford-Stuyvesant. We are hopeful that your project will contribute to the ongoing revitalization of our community.

**The Assessment Process**

The overall assessment process will include.

1. A meeting with the Housing/Land Use Committee of Community Board 3
2. At least one site visit to your organization
3. Full completion and submittal of all documents
4. A brief presentation before the full Community Board at one of the monthly public meetings

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The date, time, and place of your meeting with the Housing/Land Use Committee are as follows:

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**LOCATION:** **Offices of Community Board 3, 1360 Fulton Street (718) 622-6601**  
Our office is located in the corner building of the Bedford-Stuyvesant Restoration Complex, on the second level. You may enter through the main building, at 1368 Fulton Street, and walk through the plaza.

If there is anything that you do not understand, please feel free to contact me at the Community Board office between the hours of 9:00 a.m. and 5:00 p.m. My telephone number is (718) 622-6601.



The City of New York  
Community Board No. 3  
Bedford Stuyvesant Restoration Plaza  
1360 Fulton Street, 2<sup>nd</sup> Floor ■ Brooklyn, New York 11216

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ERIC ADAMS  
BOROUGH PRESIDENT

718/622-6601 Phone ■ 718/857-5774 Fax

RICHARD FLATEAU  
CHAIRPERSON

## COMMUNITY BOARD #3K HOUSING/LAND USE COMMITTEE APPLICATION FOR A LETTER OF SUPPORT

In order to obtain a letter of support for site control or construction project(s), applicants must submit the following in triplicate to the Housing/Land Use Committee of community Board #3K prior to appointment with the committee.

1. History of the Organization on official letterhead.
2. Location(s) of prior completed project(s).
3. Detailed description of proposed project(s).
4. Letter of intent from a reputable financial institution (bank etc.).
5. Architectural Documents
  - a. Narrative Description of Proposed Project(s)
  - b. Zoning Analysis and Calculations
  - c. Site Plan
  - d. Floor Plans
  - e. Building Elevations
  - f. Building Sections
  - g. Renderings
  - h. Samples of Exterior Finish Material
6. Confirmation of request to HPD and response.
  - a. Copies of all documents submitted/rec'd from HPD and/or BSA, etc.
7. Letter of Support from established Block Associations, Churches, Schools, and businesses within a six (6) block radius of proposed project.





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ERIC ADAMS  
 BOROUGH PRESIDENT

RICHARD FLATEAU  
 CHAIRPERSON

**COMMUNITY BOARD #3K HOUSING/LAND USE COMMITTEE  
 REQUEST FOR A LETTER OF SUPPORT (Page 2)**

NAME OF ORGANIZATION:		
STREET ADDRESS:		
CITY:	STATE	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:	EMAIL:
CONTACT PERSON:		DATE ESTABLISHED:

NAMES OF OFFICERS/BOARD OF DIRECTORS:

NAME	OFFICE

Location(s) of proposed project(s):

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Location(s) of prior completed project(s):




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**COMMUNITY BOARD #3K HOUSING/LAND USE COMMITTEE  
 REQUEST FOR A LETTER OF SUPPORT (Page 3)**

**Attachments punch list:** Please check if submitted with this application

- ( ) Detailed description of proposed projects
- ( ) Letter of intent from banking institution
- ( ) Architectural Documents
- ( ) Letter of support from community

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 (Signature) (Date)