

To: Distribution
From: Carlo Costanza, Executive Director
Date: June 23, 2026
Subject: Charter § 666-a Targeted Affordable Housing Project (“TAHP”) Applications—Filing Guidance

EFFECTIVE JUNE 23, 2026

Please be advised:

On May 11, 2026, the Board of Standards and Appeals (“Board” or “BSA”) adopted revisions to its Rules of Practice and Procedures (“Board’s Rules”), effective June 17, to implement recent changes to the City Charter (“Charter”). These changes created a new process for applications involving certain housing developments, known as Targeted Affordable Housing Projects (or “TAHP” applications).

This Administrative Notice (“Notice”) describes **three key steps** that applicants should take to file a TAHP application:

- 1) requesting and holding a pre-filing meeting** with BSA;
- 2) completion of the Department of Housing Preservation and Development (“HPD”) proposal review process and obtaining an HPD letter of support;** and
- 3) filing a complete TAHP application** to BSA.

The Board encourages applicants to follow all pre-filing steps described in this Notice, as BSA has developed this guidance in coordination with HPD to ensure that applicants, BSA, and HPD are prepared to efficiently complete all necessary steps of the TAHP process within the required timeline.

Step 1: TAHP Pre-Filing Meeting

TAHP applications are subject to a timeline defined in [Charter § 668\(d-1\)](#). In accordance with this timeline, TAHP applications must include all documentation required by [Charter § 666-a](#) when the application is filed to ensure that the Board is able to review and decide the application within the required timeframe, without delays due to missing or inadequate information. Accordingly, BSA recommends that prospective TAHP applicants file a request for a pre-filing meeting with BSA for site-and-project-specific guidance. Prospective applicants may send a pre-filing meeting request to BSAFilings@bsa.nyc.gov and BSA staff will schedule a meeting within approximately two weeks of receiving a complete request package. The Board suggests that applicants submit the following documents along with their meeting request:

- 1) a brief project description memo to introduce the application to BSA staff, which should include:**
 - **information about the property**, such as:
 - the address, block, and lot(s);
 - zoning district(s) and special district(s);
 - landmark designation and/or historic district status;
 - whether the site is located in a flood zone;
 - the existing physical conditions of the property;
 - any easements, rights of way, or restrictive covenants/declarations affecting the property;
 - if the property has history with BSA (or other government agency history relevant to the TAHP application), a brief summary of such history;

- a summary of the proposed development and a statement of the applicant's zoning waiver request, with citations to the sections of the Zoning Resolution that would need to be modified for the project; and
- if the proposed project would require approval from other agencies (other than HPD and environmental review), such as Landmarks Preservation Commission review, a brief statement noting the necessary approval;
- **details of the proposed affordable housing development**, including:
 - ownership details, such as the relevant not-for-profit organization(s), any joint-venture or development partners, and the prospective Housing Development Fund Corporation ("HDFC"),
 - the team's affordable/supportive housing development and management experience,
 - the proposed affordable housing details, such as the number of dwelling units, dwelling unit types (i.e., number of bedrooms in each unit typology), area median income(s) ("AMI") that would be served, zoning floor area, support services and amenity spaces, and affordable housing program(s) and funding stream(s) anticipated, and
 - if the project would have any other non-residential uses (i.e., community facility or commercial);
- **a description of how the proposed project would meet the requirements of Charter § 666-a**, including a narrative explaining how the building and its operation would not disturb the essential character of the neighborhood, which should reference the supporting documents listed below; and
- **a summary of the expected environmental review requirements**, i.e., if the TAHP would be:
 - an Unlisted Action that requires an Environmental Assessment Statement;
 - a SEQRA "Qualified Action" under N.Y.S. E.C.L. § 8-011(5-a); or
 - a CEQR Green Fast Track for Housing Type II project under 62 R.C.N.Y. § 5-05(e).

Please note that the City is still developing guidance for City agencies' implementation of the recently enacted SEQRA Qualified Action category. Prospective applicants may direct questions to BSA staff.

and

2) the following supporting documents:

- **schematic drawings of the proposed development** (see BSA's [Guidelines for Drawings](#));
- **photographs**, including photographs of the site from various angles (see BSA's [Guidelines for Photographs of Existing Conditions](#)) and, optionally, aerial and/or streetscape views to show the surrounding context;
- **signed/sealed BSA [zoning analysis form](#)** (see BSA's [Guidelines for Zoning Analysis Form](#));
- **radius diagram/land use map** (see BSA's [Guidelines for Radius Maps](#));
- **zoning map** section for the site location; and
- **FEMA [Flood Map](#) (Flood Rate Insurance Map ("FIRM") excerpt, or "FIRMette")** for the location.

If, after completing the pre-filing meeting, BSA staff identifies that the project may be potentially eligible to file a TAHP application for Board review, then staff will instruct the applicant to begin HPD proposal review.

Step 2: HPD Proposal Review

The TAHP Charter provision requires the Board to determine, in consultation with HPD, that the proposed building is consistent with HPD's Design and Development standards. See Charter § 666-a(a)(3). In accordance with this requirement, TAHP applications must include a letter of support from HPD "confirming that the proposed building is consistent with applicable affordable housing design and development standards." See Board's Rules § 1-06.3(e)(i). To begin the HPD proposal review process, the applicant should take the following steps:

- Review the [HPD New Construction Webpage](#) and choose the relevant HPD program term sheet.
- Prepare the HPD Underwriting Shell and Project Intake Form (including requested attachments). The underwriting should reflect the project that is consistent with the BSA TAHP proposal.
- Email the complete HPD Underwriting Shell and Project Intake Form and the TAHP BSA pre-filing meeting package (with revisions if requested by BSA) to HPD at the email address listed in the relevant HPD program term sheet.

It is anticipated that the HPD proposal review process and receipt of the HPD letter of support may take a minimum of 60 to 90 days after HPD's acceptance of a complete proposal filing by the applicant. This timeline reflects applicants that engage in fulsome and expedient communication with HPD and service of HPD's requests for clarifying information. Applicants should also proactively update BSA on the status of HPD proposal review and alert BSA staff to any resulting changes to the proposed development's scope.

Step 3: TAHP Application Filing

After completing HPD proposal review, the applicant may begin preparing its full TAHP application for filing to BSA, starting with the [Appeal Application Form](#) and [TAHP Checklist](#). A complete TAHP application will contain all relevant application materials listed in the [TAHP Checklist](#), which is summarized on the next page (TAHP Checklist Preview). Please review the full [TAHP Checklist](#) for descriptions of these required materials and guidance on how to prepare and submit the materials to the Board. Please note that, after BSA staff receives a complete application, the Board will promptly select and inform the applicant of the calendar date for the initial public hearing.

TAHP Checklist (Preview)

1. [TAHP Checklist](#)
2. [Affidavit of Ownership and Authorization](#)
3. [Certification of Requested Waivers](#)
4. Notice Documents
 - a. Proof of Notice of Initial Filing
 - b. Proof of Notice of Hearing—*Post-Filing*
 - c. Submission Notice(s) and Cover Letter(s)—*Post-Filing*
5. Community Board Materials
 - a. Community Board Presentation Materials—*Post-Filing*
 - b. [Certification of Materials Presented at Community Board Hearing\(s\)](#)—*Post-Filing*
6. City Environmental Quality Review (CEQR) Materials
7. Most Recent Certificate of Occupancy (if the proposed TAHP project would be a conversion, enlargement, or other modification of an existing building)
8. [BSA Certification Form\(s\)](#)
9. Maps
 - a. Tax Map
 - b. Zoning Map
 - c. Radius Diagram and Land Use Map (and Neighborhood Character Study—only if previously requested by BSA)
 - d. Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM)
10. Photographs with Photographic Key Map
11. Board History (only for sites with prior Board actions)
12. Plans
 - a. Site Survey (only if previously requested by BSA or HPD)
 - b. Proposed Conditions Plans
13. Department of Housing Preservation and Development Letter of Support
14. Written Statements
 - a. Statement of Facts
 - b. Statement of Findings