

## APPEAL (A CALENDAR) APPLICATION

### Instructions

- Step 1: Initial Application Filing.** To file an appeal or other A-Calendar application, the applicant must complete this form and email the completed form and all other required application materials to [bsafilings@bsa.nyc.gov](mailto:bsafilings@bsa.nyc.gov). Please review the [Appeal \(A Calendar\) Checklist](#), which describes the materials that the applicant must file with this form; you must also fill out and file the Checklist with your application. After you file your appeal, BSA staff will respond by email and state if BSA accepts the filing, rejects the filing, or requires more information.
- Step 2: Fee Payment and Application Referral.** If BSA staff accepts the initial appeal filing, staff will send the applicant an email with directions describing how to pay the application fees. The applicant must also refer the initial application to required governmental entities as described in Rules of Practice and Procedures § [1-06.4](#).
- Step 3: Application Review and Post-Filing Submissions.** After the applicant pays the fees and provides BSA with proof of referral, a BSA project manager will be assigned to the application. The project manager will review the application; send a Notice of Comments to the applicant; inform the applicant when the application is scheduled for a public hearing; and serve as the primary liaison between the applicant, its representative, relevant governmental entities, and the Board. Please note that applicants will be required to submit some application materials after filing the initial application ("post-filing" items). Post-filing items are described in the [Appeal \(A Calendar\) Checklist](#). BSA staff or the Board may also direct the applicant to revise previously submitted materials or submit supplemental items. The applicant must email post-filing, revised, and supplemental materials to [submit@bsa.nyc.gov](mailto:submit@bsa.nyc.gov).

If you need assistance with this form or have questions about the required materials or procedure, please contact BSA staff at (212) 386-0009. **Note: failure to submit the required items and respond to BSA comments within the submission deadlines may result in dismissal of the application.**

### Section A | Site Data

\_\_\_\_\_  
*Street Address (include any alternate addresses)*

\_\_\_\_\_  
*Borough*      *Block*      *Lot(s)*      *Building Identification Number(s)*

\_\_\_\_\_  
*Zoning District(s)*      *Zoning Map Number(s)*      *Community District*      *City Council Member*

\_\_\_\_\_  
*Special Purpose District*      *Landmark/Historic District*

### Section B | Applicant Team Information

\_\_\_\_\_  
*Applicant Firm*      *Applicant Firm Address*      *City*      *State*      *Zip*

\_\_\_\_\_  
*Applicant Contact Name*      *Email*      *Phone*

\_\_\_\_\_  
*Owner of Record Name*      *Applicant / Owner Address*      *City*      *State*      *Zip*

\_\_\_\_\_  
*Lessee / Contract Vendee Name*      *Lessee / Contract Vendee Address*      *City*      *State*      *Zip*

**Section C | Appeal Information**

Agency \_\_\_\_\_ Agency Decision Number(s) \_\_\_\_\_ Date of Agency Decision \_\_\_\_\_  
(i.e. Job/Application, Permit, or CO Number)

**Appeal Type** (select all that apply):

☐ **Appeal of an Agency Decision or Determination**

Cite Section(s) of Law to be Reviewed: (i.e. NYC Admin. Code, RCNY, Multiple Dwelling Law (MDL), or General City Law (GCL))

☐ **Appeal by DOB to Revoke or Modify a Certificate of Occupancy (or Other Appeal by a City Agency)**

Cite Section(s) of Law to be Reviewed: (i.e. NYC Admin. Code, RCNY, MDL, or GCL)

☐ **Waiver of NYS GCL §35**

**Zoning Resolution (ZR) § 72-01(g) waiver sought?** ☐ Yes ☐ No

If "Yes", explain in Section D below and in the Statement of Facts and Findings; cite relevant ZR sections.

☐ **Waiver of NYS GCL §36**

☐ **Waiver of NYS MDL**

Cite MDL Authorizing and Waiver Section(s)

☐ **Common Law Vested Right Appeal**

Date of Permit Lapse \_\_\_\_\_

Date of ZR Text Amendment \_\_\_\_\_

☐ **Variance of NYC Building Code, Appendix G**

Cite Section(s) for Waiver(s) Sought \_\_\_\_\_

☐ **Amendment of a Previously Granted Appeal**

BSA Calendar No. \_\_\_\_\_

**Section D | Project Description**

Briefly describe the existing site, agency decision, and proposed interpretation, waiver, or other action.

**Section E | Affidavit Of Applicant**

I hereby affirm that, under penalty of perjury, all the above information and the statements contained in this certification are true and correct to the best of my knowledge, information, and belief.

Subscribed and sworn to before me this

\_\_\_\_\_  
Signature Of Applicant, Corporate Officer, Or Other Authorized Agent

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public