

## The NYC Board of Standards and Appeals accepts all applications by e-filing.

- **New application filings** must be made electronically by submitting all requisite documents to [bsafilings@bsa.nyc.gov](mailto:bsafilings@bsa.nyc.gov).
  - An email notifying you that the application has been accepted or rejected will be sent within a few business days. If accepted, the email will provide payment information, assigned BSA Calendar and CEQR number where applicable.
- **Post-filing submissions** must be made electronically by submitting all requisite documents to [submit@bsa.nyc.gov](mailto:submit@bsa.nyc.gov) and the BSA Project Manager assigned to your application. If you are not aware of the project manager, contact the Board office at (212) 386-0009.
- All submissions must be accompanied by a cover letter identifying a list of all submitted documents and supporting materials.
- Cumulative attachments exceeding 8MB or more are not accepted by email and must be submitted using a file transfer service without a required login or password.
- The subject line of the email must identify the type of filing, (Variance, Special Permit, etc.), address, block & lot, and borough.

## Requirements for Electronic Submissions

All digital documents must be clearly legible, including color photos. Poorly scanned copies will not be accepted and will result in the rejection of the filing.

Each document must be filed separately so that an appropriate index can be created. Do not group large documents together in one PDF. Certifications should be included as the last page of the PDF.

## Document Labeling

Failure to follow the labeling scheme and instructions may result in rejection of the filing.

- Do not add numbering or letters in the prefix of a label.
- Do not abbreviate, (Example: Statement of Facts and Findings should not be labeled SOF.).
- Do not add extraneous information to the label.
- Documents requiring signatures, notaries or professional seals must contain them.
- Example of labeling of documents for filing:
  - Application Form
  - Table of Contents
  - Department of Buildings Objection
  - Affidavit of Ownership
  - Statement of Facts and Findings
  - Certificate of Occupancy
  - Zoning Analysis Form
  - Radius Diagram/Land Use Map
  - Photographs
  - Existing/Proposed Plans
  - List of Affected Property Owners and Tenants
  - Signage Analysis Form
  - Zoning Map
  - Tax Map
  - Survey
  - Financial Report
  - Programmatic Needs Report
  - Neighborhood Character Report
  - As-of-right Plans
  - Previously Approved BSA Plans
  - Proof of Continuous Use
  - Uniqueness Study
  - FEMA Map