

## STATUTORY VESTED RIGHTS (BZY CALENDAR) APPLICATION

### Instructions

- Step 1: Initial Application Filing.** To file an application to renew permits and extend the time to complete construction pursuant to a statutory vested right (under ZR § [11-30](#)), 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 [Statutory Vested Rights \(BZY Calendar\) 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 application, 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 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 ("Board's Rules") § [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 [Statutory Vested Rights \(BZY Calendar\) 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

_____ <i>Applicant Firm</i>	_____ <i>Applicant Firm Address</i>	_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip</i>
_____ <i>Applicant Contact Name</i>	_____ <i>Email</i>	_____ <i>Phone</i>		
_____ <i>Owner of Record Name</i>	_____ <i>Owner of Record Address</i>	_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip</i>
_____ <i>Lessee / Contract Vendee Name</i>	_____ <i>Lessee / Contract Vendee Address</i>	_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip</i>

## Section C | Application Information

_____ <i>Permit Number(s)</i>	_____ <i>Date of Permit Lapse</i>	_____ <i>Date of ZR Text Amendment</i>
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Application Type: ☐ ZR § 11-331 ☐ ZR § 11-332

## Section D | Project Description

Briefly describe the subject permit, zoning change, permit lapse, construction status (in %) and costs.

## 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*