

## **Instructions for Department of City Planning Notifications**

Applicants must provide one (1) copy of the entire application and any subsequent submissions to the Department of City Planning's Zoning & Urban Design Division and one (1) copy to the applicable borough office director at the Department of City Planning. The requisite proofs of service must be provided to the Board Office per the Board's Rules of Practice and Procedures. The current addresses of the City Planning Borough offices and the Urban Design Division is as follows:

**Zoning & Urban Design Division**

**NYC Department of City Planning**

120 Broadway, 31<sup>st</sup> Floor  
New York, NY 10271

**NYC Department of City Planning**

**Attention: Director, Manhattan Office**

120 Broadway, 31<sup>st</sup> Floor  
New York, NY 10271

**NYC Department of City Planning**

**Attention: Director, Bronx Office**

1775 Grand Concourse, Suite 503  
Bronx, NY 10453

**NYC Department of City Planning**

**Attention: Director, Brooklyn Office**

16 Court St, 7<sup>th</sup> Floor  
Brooklyn, NY 11241

**NYC Department of City Planning**

**Attention: Director, Queens Office**

120-55 Queens Blvd, Room 201  
Kew Gardens, NY 1124

**NYC Department of City Planning**

**Attention: Director, Staten Island Office**

60 Bay St, 4<sup>th</sup> Fl  
Staten Island, NY 10301

Contact the BSA office at (212) 386-0009 for additional information.