

ZR 73-133: Pre-Application

Prior to filing an application at BSA for a ZR 73-133 Special Permit to permit the location of a school within C8 or M1 Zoning Districts, the following steps are strongly encouraged:

1. **School Safety:** A pre-application review with DOT School Safety to assess the suitability of the site location for a school. For locations screened by DOT as inappropriate, alternative sites should be considered.
2. **Site Reconnaissance:** Carefully assess land uses in the study area and beyond to identify any conditions that may adversely affect the school use proposed to be introduced. Identify issues or concerns that may be difficult to reconcile with Board findings or CEQR technical reviews.

ZR 73-133: Materials Required to Support the Application

School Safety - Provide a School Safety Operational Plan-follow the guidelines below.

1. Please describe the logistics of the drop-offs and pickups, if staff will be deployed at the entrance of the school, and which entrances/exits will be used. Indicate the schedule for arrival and dismissal and the volume of students and staff arriving/departing. Indicate if this will be staggered by age group/grade.
2. Indicate the walking routes to the school.
3. Indicate the modal split in percentages for students and staff for each mode - private vehicle, walk, school bus or van drop off, public transit (subway and/or bus), etc.
4. Indicate the number of private buses that will arrive each day. Indicate the schedule for the buses and the locations for loading/unloading activities.
5. In the proposed site plan, label and dimension any proposed drop-off zones, signage, other transportations improvements. Label and dimension proposed and existing curb cuts. Dimension the sidewalks fronting the school. Identify street trees and any other elements within the sidewalk.
6. Please describe intersections in the immediate blocks surrounding the site. Indicate if there are any "high crash" intersections.
7. Please describe how the operations of the surrounding businesses and the school operations will not cause any conflicts. Describe deliveries/loading unloading activities observed in the area and their location and how proposed school drop-off areas and walking routes will not conflict with these activities. Identify curb cuts and operations of the businesses and explain how these will not pose safety risks to student walking paths.

73-133 Schools – CEQR Items Overview*

In C8 or M1 Districts the following are typical requests with regards to a CEQR application:

1. [Short or Long Form EAS](#) - Long Form for Type I actions or Short Form for Unlisted actions;
2. Graphics as listed in EAS checklist;
3. A detailed narrative of existing, no-action, and with action conditions for land use, zoning, and public policy. Include a description of the increment between No Action and With Action scenarios. If site is in the Waterfront Revitalization Program boundaries, include a public policy discussion regarding each item on the required Consistency Assessment Form.

4. Analyses for each “Yes” response in Part II of the EAS. Guidance on preliminary and detailed analyses parameters are found in the CEQR Technical Manual. Partial information and requested items on several areas are provided below:
 - a. Hazardous Materials
 - i. Hazardous materials assessment narrative;
 - ii. Current full Phase I (generally less than 6 months is acceptable or an update may be needed) with complete database reports, Sanborn maps, and all appendices.
 - b. Air Quality
 - i. Air permit search with DEP correspondence for sites within 400 feet;
 - ii. Detailed land use map identifying site of air permits and any other sites of concerns;
 - iii. Stationary Source screen for projects with boilers;
 - iv. Air quality narrative incorporating all of the above items and any additional relevant information as per the CEQR Technical Manual guidelines;
 - v. Backup files for any AERMOD or AERSCREEN analyses performed.
 - c. Noise
 - i. Noise analysis with backup data. Identify any attenuation requirements. If an outdoor play area is introduced, include an analysis of the play area.
 - d. Transportation
 - i. A detailed pedestrian analysis describing safety and operations of pedestrian elements (i.e., intersections with high number of pedestrian accidents, uncontrolled pedestrian crossing(s), narrow sidewalks, non-ADA-compliant pedestrian ramps, etc.) along principal access routes to/from the school.
 - ii. If any CEQR thresholds are exceeded provide required analysis with all backup data and excerpts for any referenced studies.
5. Other forms:
 - a. Consistency Assessment Form and flood worksheet (subject policy 6.2) for sites in WRP boundaries;
 - b. Jamaica Bay Watershed Form – for sites in Jamaica Bay Watershed.

**Please note this list represents typical items associated with the above-referenced application type and is provided for reference purposes only. This list is subject to modification or change at any time.*