

Informational Meetings are designed to facilitate discussion between potential applicants and the BSA staff of development proposals that may require discretionary relief.

Such meetings are conducted on an informal basis and have no bearing on the ultimate outcome of the case if subsequently filed. The purpose of these discussions is for agency professionals to discuss processes, requirements and potential intergovernmental reviews that would be required for the Board to consider a prospective filing. Applications may be formally filed even though a meeting was not held.

Required Materials

Potential applicants should generally submit the following materials at the time that a request for a meeting is made:

- Written explanations of how the proposed application would meet the findings required by the specific relief which should be supported by preliminary back up materials (e.g. where poor or contaminated soils are claimed, provide soil boring reports and test results).
- Description of the proposal, the premises and its location, and the requested waivers.
- Consultants and/or professionals may then elaborate on the proposal or explain submitted materials.
- Drawings and zoning calculations that illustrate the proposed waivers.
- Provide a draft of the proposed DOB objection language for which the waivers would be sought.
- Zoning and Sanborn maps highlighting the location of the subject parcel.
- Photos of the subject site and surrounding area.
- For amendments to previous approvals, provide BSA approved drawings and all prior applicable Board resolutions.

Meeting Process

Potential applicants will be contacted by Board Staff to discuss the submitted materials and in instances where it is determined that a more formal discussion is warranted, a meeting will be scheduled either virtually or in some instances in person.

Applicants should anticipate questions as to the merits of the proposal, and suggestions on both substantive and procedural issues. If, at the conclusion of the discussion, significant outstanding issues remain, applicants may be advised to provide additional information.

Submit your materials to bsafilings@bsa.nyc.gov for consideration. Please clearly indicate that the purpose of the submission is for consideration of an informational meeting.

Disclaimer

Please be advised, requests that result in a meeting will be reflected in the BSA's participation in [NYC OpenData](#) containing the date of meeting, representative(s), and location in question.