

## SPECIAL ORDER CALENDAR (SOC) APPLICATION

### Instructions

**Step 1: Initial Application Filing.** To request an extension of term, extension of time to complete construction, extension of time to obtain a certificate of occupancy, amendment, or a reargument or rehearing of a Board decision, 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 [Special Order Calendar \(SOC\) Application 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.

**SOC Filing Periods:** The Board's Rules of Practice and Procedures ("Board's Rules") § [1-07.3](#) requires SOC applications to be filed within specific periods of time ("filing periods"). If an SOC application is filed within certain early or late filing periods, the applicant must request a waiver and pay an additional fee. Depending on the type of Board grant and the amount of time that has elapsed since the grant expired, the applicant may also be required to provide additional evidence to support the waiver request. The Board will review the request and has the power to grant or deny it. Review the Checklist and § [1-07.4](#) for more information about filing periods and waiver requirements.

**Step 2: Fee Payment and Application Referral.** If BSA staff accepts the initial application 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 Board's Rules § [1-07.4](#).

**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 and the Board. Please note that the applicant will be required to submit some application materials after filing the initial application ("post-filing" items). Post-filing items are described in the [Special Order Calendar \(SOC\) Application Checklist](#). BSA staff or the Board may also direct the applicant to revise previously submitted materials or submit supplemental items. Applicants must submit 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

Applicant Firm \_\_\_\_\_ Applicant Firm Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant Contact Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Owner of Record Name \_\_\_\_\_ Owner of Record Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Lessee / Contract Vendee Name \_\_\_\_\_ Lessee / Contract Vendee Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Section C Application Information

Original Grant Type: ☐ Variance (post-1961) ☐ Special Permit (post -1961) \_\_\_\_\_  
(select all that apply) ☐ Pre-1961 Use Grant ☐ Pre-1961 Bulk Grant Date of Original Grant \_\_\_\_\_

☐ Transient Parking Waiver

Waiver of Board's Rules: ☐ Yes ☐ No \_\_\_\_\_  
Section(s) to be Waived

Application Type (select all that apply):

☐ Extension of Term \_\_\_\_\_  
Expiration Date

☐ Extension of Time to Complete Construction \_\_\_\_\_  
Expiration Date

☐ Extension of Time to Obtain a Certificate of Occupancy \_\_\_\_\_  
Expiration Date

☐ Amendment to Modify or Remove a Board Condition (explain in Section D and in Statement)

☐ Amendment to Modify Board-Approved Plans (select all applicable items below)

Legalization? ☐ Yes ☐ No ☐ In Part (explain in Section D and in Statement)

☐ Enlargement, Extension, or Alteration of a Pre-1961 Grant Pursuant to ZR §11-412

☐ Change of Use (Non-Conforming Use to Other Non-Conforming Use) of a Pre-1961 Grant Pursuant to ZR §11-413

☐ Reargument \_\_\_\_\_  
BSA Calendar No(s).

☐ Rehearing \_\_\_\_\_  
BSA Calendar No(s).

☐ Other (explain in Section D and in Statement)

**Section D | Project Description**

*Briefly describe the existing site, the proposed project, and any amendment or legalization requests.*

**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

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
*Signature Of Applicant, Corporate Officer, Or Other Authorized Agent*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Notary Public*