

TARGETED AFFORDABLE HOUSING PROJECT (TAHP) APPLICATION CHECKLIST

Instructions

Below is a checklist of materials to submit for a Targeted Affordable Housing Project (“TAHP”) application under NYC Charter § 666-a. The checklist describes each of the materials, references other relevant documents and webpages, and specifies when items should be submitted to BSA.

For the initial filing, the [Appeal Application Form](#), this completed checklist, and all materials required at filing must be emailed to bsafilings@bsa.nyc.gov. Items marked “**Post-Filing***” may be submitted after the initial filing and must be emailed to submit@bsa.nyc.gov. For more information about initial filing and subsequent submission requirements, see the [BSA Filing and Submission Instructions](#). Please note that BSA has the authority to request supplemental items that are not listed in the below checklist. For additional information about TAHP or other BSA matters, please contact BSA staff at (212) 386-0009.

Checklist

☐ **1. TAHP Checklist**

The applicant must complete and submit this checklist to the Board as part of its initial application. For Post-Filing items, the applicant must select the applicable checkboxes to represent that they will submit these required items at the appropriate time after the initial filing.

☐ **2. Affidavit of Ownership and Authorization**

This is a notarized affidavit to affirm the identity of the applicant and applicant’s representative and authorize the representative to file the application before the Board. See Board’s Rules of Practice and Procedures (“Board’s Rules”) § [1-09.4 Owner’s Authorization](#).

☐ **3. Certification of Requested Waivers**

This is a certified, signed and sealed statement from a registered design professional identifying any applicable section of the Zoning Resolution or other relevant code or regulation that must be waived to enable the development of the proposed non-complying/non-conforming affordable housing development pursuant to TAHP. This is required to ensure clarity regarding requested waivers. Please use the form located on BSA’s Application Guidelines & Forms webpage.

☐ **4. Notice Documents**

☐ **A. Proof of Notice of Initial Filing**

Applicants must provide notice of the initial application and a copy of the entire application package, containing all materials the applicant submitted to the Board, to affected government entities and submit proof to the Board in the format and time period as specified in the Board’s Rules and summarized in [Appendix A – Summary of Application Referral, Hearing Notice, and Proof of Service Requirements](#). Note that notice of initial filing to affected government entities may be completed by email as described in [Notice re Digital Applications](#). See Board’s Rules §§ [1-06.4 Application Referral](#) and [1-10.7. Proof of Service for Application Referral and Hearing Notice](#), and [Appendix A – Summary of Application Referral, Hearing Notice, and Proof of Service Requirements](#).

☐ **B. Proof of Notice of Hearing – *Post-Filing***

Applicants must provide notice of the initial public hearing to affected government entities and submit proof to the Board in the format and time period required by the Board’s Rules. Note that notice to affected government entities may be completed by email as described in [Notice re Digital Applications](#). See Board’s Rules §§ [1-06.5 Hearing Notice](#) and [1-10.6 Application Referral and Hearing Notice](#), and [Appendix A – Summary of Application Referral, Hearing Notice, and Proof of Service Requirements](#).

☐ **C. Submission Notice(s) and Cover Letter(s) – *Post-Filing***

If the applicant submits new or revised materials after the initial application filing, then the applicant must provide notice and copies of the materials to the applicable affected entities and the Board with a cover letter explaining (i) the content of the new submission(s), (ii) any deviations from previously submitted materials, and (iii) the reasons for the changes, including whether the changes were made in response to directions from the Board or staff. The submission notice and cover letter may be sent by email as described in [Notice re Digital Applications](#).

☐ **5. Community Board Materials**

☐ **A. Community Board Presentation Materials – *Post-Filing***

If the applicant presents its BSA appeal or other A-Calendar application at a community board's public hearing, then the applicant must submit a copy of the presentation materials to the Board. See BSA's [Administrative Notice Re Community Board Materials](#). To ensure timely submission of community board feedback within the TAHP timeline, the Board encourages applicants to begin engaging with the relevant community board(s) prior to filing.

☐ **B. Certification of Materials Presented at Community Board Hearings – *Post-Filing***

If the applicant presents its BSA appeal or other A-Calendar application at a community board's public hearing, then the applicant must submit a [Certification of Presentation Materials Used at Community Board \(CB\) Hearings](#) to affirm to the Board that the attached presentation materials were in fact presented to the community board. See BSA's [Administrative Notice Re Community Board Materials](#).

☐ **6. City Environmental Quality Review (CEQR) Materials:**

All applications and appeals filed at the Board are subject to CEQR. Applicant must complete the BSA [CEQR Type II Checklist](#) to determine which designation under CEQR and SEQRA regulations may apply to the proposed action. If the application is an Unlisted application, then the applicant must complete the [EAS Short Form](#) and prepare and submit an EAS. If the application is a Type I application, then the applicant must complete an [EAS Full Form](#) and prepare and submit an EAS. Some applications may be a "Qualified Action" under N.Y.S. E.C.L. § 8-0111(5-a), which are exempt from environmental review; other applications may be considered a Type II action under the [Green Fast Track program](#), which is a streamlined environmental review for some housing development projects. See Board's Rules § [1-08 City Environmental Quality Review \(CEQR\)](#); the [2025 CEQR Technical Manual](#); [N.Y. Environmental Conservation Law, Article 8](#); and [6 NYCRR Part 617](#). Please note that the City is still developing guidance for City agencies' implementation of the recently enacted SEQRA Qualified Action category. Applicants may direct any environmental review questions to BSA staff.

☐ **7. Most Recent Certificate of Occupancy**

**Only if the TAHP is a conversion, enlargement, or other modification of an existing building*

The applicant must submit a copy of the most recent certificate of occupancy ("CO"), if existing. If the property does not currently have a valid CO but has a temporary CO ("TCO"), then the applicant must submit a copy of the TCO. If the property does not have a current, valid CO or TCO, then the applicant must state that fact in the statement of facts ([Item 14.A](#)).

☐ **8. BSA Certification Form(s)**

This form confirms the identity of the preparer of a submission. **A separate [BSA Certification Form](#) must be submitted for each preparer of application materials.** For example, if an architect, lawyer, and environmental consultant are the only members of an application team that prepared materials, then each of the three must submit a form. For post-filing submissions, the preparer must submit a form if they have not previously submitted one. See [Admin Notice Re Certification of Submissions](#).

☐ **9. Maps**

☐ **A. Tax Map**

The applicant must submit a section of the NYC Tax Map depicting the subject property. See NYC's [Digital Tax Map](#) located within the Department of Finance's Property Information Portal.

☐ **B. Zoning Map**

The applicant must submit a copy of the relevant Zoning Map Section depicting the subject property. The Zoning Map Section may be found by navigating to the property on NYC's [Digital Zoning and Land Use Map](#) ("ZoLa"), then clicking the "Zoning Map" link under the "Zoning Details" header.

☐ **C. Radius Diagram and Land Use Map**

**And Neighborhood Character Study, only if previously requested by BSA*

The applicant must prepare and submit a map/diagram that adheres to BSA's [Guidelines for Radius Maps](#) and depicts the land uses within the radius of the affected area of the site. The affected area radius is defined in the Board's Rules § [1-02 Definitions \("Affected area"\)](#); it is usually a 400-foot radius from the center of the property but differs depending on the size of the property and the use. If, during pre-filing review, BSA staff directed the applicant to submit a Neighborhood Character Study, then the applicant must also submit such study at filing.

☐ **D. Federal Emergency Management Agency ("FEMA") Flood Insurance Rate Map ("FIRM")**

The applicant should submit the applicable FEMA FIRM panel map depicting the subject property. If no FEMA FIRM panel map was produced that includes the subject site, then the applicant should clearly indicate this in their statement of facts ([Item 14.A](#)) and submit, if available, a FIRM index map to demonstrate this. See FEMA's [Map Service Center](#).

☐ **10. Photographs with Photographic Key Map**

The applicant must submit photographs of the Premises, including the entire lot and any improvements, from various angles. These photographs must also include a photographic key map, consisting of a map of the lot and surroundings with arrows at the location of each photograph pointing in the direction of the particular photograph, and each photograph and arrow must be numbered consistently with the corresponding photograph.

Please review the [Guidelines for Photographs of Existing Conditions](#) and ensure the photographs adhere to the requirements stated in the Guidelines. Applicants may also, optionally, submit aerial or streetscape photographs to demonstrate the surrounding context.

☐ **11. Board History**

**Only for sites with prior Board actions*

☐ **A. Copies of All Prior Board Resolutions, Letters of Substantial Compliance, and Letters of No Objection (Denied or Granted)**

For applications involving properties that have previously been before the Board, applicants must submit copies of all prior Board resolutions, Letters of Substantial Compliance, and Letters of No Objection. To obtain past resolutions and letters, you may visit the Board's website [Search for Resolutions](#) page to search for resolutions from 1998 to the present, or you may contact resolutions@bsa.nyc.gov to obtain resolutions from prior to 1998 and letters for the Premises. In your request, provide the BSA calendar number(s) of the previous case(s) and the street address and block and lot numbers.

☐ **12. Plans**

☐ **A. Site Survey**

**Only if previously requested by BSA or HPD*

If, during the BSA pre-filing or HPD proposal review process, BSA staff or HPD requested that the applicant submit a site survey, then the applicant must submit the survey at the time of filing. The survey must be a standard survey of lot conditions and boundaries that must be prepared, signed, and sealed by a licensed land surveyor to demonstrate the existing conditions at the site. All elevations listed on the survey must use the North American Vertical Datum of 1988 ("NAVD88") and the survey must have a note indicating the use of NAVD88. The survey and surveyor's seal and signature must comply with New York State Education Law, Article 45, and all other applicable laws and regulations.

☐ **B. Proposed Conditions Plans**

The applicant must submit proposed conditions plans as described in the [Guidelines for Drawings](#). The proposed plans, including sections and elevations, must also include shading or hatching to depict the portion(s) of the proposed building that would exceed the maximum permitted bulk; this is to ensure that the plans distinguish the as-of-right bulk conditions from the non-complying portion(s) that would require a waiver of the Zoning Resolution. The plans must cite the relevant Zoning Resolution section(s).

☐ **13. Department of Housing Preservation and Development Letter of Support**

The applicant must submit a copy of its HPD letter of support. See [Charter § 666-a\(a\)\(3\)](#) and [BSA Rule § 1-06.3\(e\)\(i\)](#).

☐ **14. Written Statements**

The statement of facts and findings, which may be submitted as separate documents or combined, is the primary written component of all types of BSA applications and appeals. The statements must include, at a minimum, the following information:

☐ **A. Statement of Facts**

The statement of facts must describe the property and the proposed development, including the site location (i.e., street address(es), block and lot numbers, zoning/special district(s), any other special districts or designations, the surrounding land uses, and relevant neighborhood conditions); existing site conditions (i.e., zoning lot boundaries, street frontages, and structural and/or landscape improvements or vacancy); the type of request being made (i.e., the requested modifications of requirements related to use, bulk, and/or parking); whether the application seeks to legalize or retain existing non-compliance or non-conformance (under Article V of the Zoning Resolution or other relevant law), including note of the precise dimensions of such non-compliance or non-conformance and citation(s) to the relevant law permitting the legalization or retaining (such as Z.R., Art. V); and the history of the site, including any history before the Board or other agencies, as applicable.

The statement of facts must also describe the relevant affordable housing aspects of the proposed project, including the development team, housing program, funding stream, proposed number of dwelling units, dwelling unit typologies (i.e., number(s) of bedrooms), proposed area median income(s), support and amenity spaces, other proposed use(s) (i.e., if community facility or commercial use is proposed), and the proposed operational plans, including parking and exterior elements such as open space, screening/buffering (i.e., landscaping, fencing, and/or sound attenuation), and vehicular and pedestrian circulation.

☐ **B. Statement of Findings**

The application must demonstrate that the development team has the necessary level of experience to develop and operate affordable housing. The statement of findings must reference the development team description from the statement of facts and any other relevant supporting documents to establish this.

Include a representation of the applicant's intent to incorporate a Housing Development Fund Corporation ("HDFC") for the project prior to securing funding and beginning construction. Relevant details of the existing or planned HDFC, as applicable, may be included.

Describe the proposed housing finance program(s), modified as directed by HPD in the proposal review process.

Explain the need for the specific zoning waivers sought and how the waivers would make the proposed development feasible: describe how the quantity of affordable dwelling units at the proposed area median income ("AMI") rate(s) is critical to making the project financially viable and how the requested waivers are critical to building such dwelling-unit configuration.

The statement must discuss how the proposed project would not disturb the essential character of the neighborhood. This description should reference any submitted maps, diagrams, studies, and photographs. If multiple unique waivers are sought, then every single waiver must be thoroughly examined, both qualitatively and by reference to the supporting evidence. Neighborhood Character Studies, if requested by

BSA during pre-filing review or after TAHP filing, must be referenced in the statement. The Studies and description in the statement should clearly indicate the relevant dimensions and characteristics of all surveyed properties so that BSA staff and commissioners can conduct an accurate, concrete, percentage-based analysis of neighborhood character.

The statement of findings must finally include a description of the status and, if applicable, the outcome of environmental review, including a description of the status of any applicable Phase I report, E-designation, restrictive declaration, technical memorandum, and if the site is eligible for designation as a CEQR Green Fast Track Type II or a SEQRA ECL § 8-0111(5-a)(b) Qualified Action, as applicable. Please note that the City is still developing guidance for City agencies' implementation of the recently enacted SEQRA Qualified Action category is still being developed. Applicants may direct any environmental review questions to BSA staff.

For more information about these items and/or the requirements for processing applications before the Board, contact the BSA office at (212) 386-0009.