



**Board of Standards
and Appeals**

22 Reade Street, 1st Floor
New York, NY 10007
212-386-0009 - Phone
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www.nyc.gov/bsa

Check List for BZY Applications

	Items		
	BZY Application Form	■	
1.	Statement of Facts	■	
2.	Statement of Findings	■	
3.	Affidavit of Ownership	■	
4.	Permit Information <i>Includes but not limited to building permits and renewals, DOB Objection, stop-work orders, BIS printout of permit history, BIS listing of violations</i>	■	
5.	Construction Information <i>Includes but not limited to construction table, chronology, construction logs, concrete pour tickets, site surveys, invoices, affidavits, color-coded plan</i>	■	
6.	Financial Information <i>Includes but not limited to expenditure table, construction cost schedule, contracts, invoices/payment receipts, cancelled checks, affidavits</i>	■	
7.	Zoning Map	■	
8.	City Planning Commission Report	■	
9.	Department of Buildings Plans	■	
10.	Photographs	■	
11.	CEQR Application	■	

Applicant Signature

Board Front Desk Signature