# **Guidance for ZR 73-19 Special Permit Applications**

### **ZR 73-19: Pre-Application Requirements**

Prior to filing an application at BSA for a ZR 73-19 Special Permit to permit the location of a school within an C8 or M1 Zoning District, the following steps must be taken:

- 1. School Safety: A pre-application review with DOT School Safety to assess the suitability of the site location for a school is required. For locations screened by DOT as inappropriate, alternative sites must be considered and the application should not be submitted to BSA with a DOT-determined inappropriate site.
- 2. Air Quality: Carefully assess, through data collection and field observations, land uses in the study area and beyond to identify any industrial source emissions that may adversely affect the school use proposed to be introduced. Such sources can include: major or large fossil-fuel burning sources, manufacturing or processing facilities, and auto body shops with spray booths. Obtain permits for all of these uses and assess potential impacts. If no permits are available for a site of concern, obtain evidence that existing operations do not produce emissions or proceed with a conservative emissions analysis as described in the CEQR Manual. For applications near to highways or parking facilities, assess impacts from these sources as detailed in the CEQR Manual. If impacts are identified, consider pursuing an alternative site. If impacts are identified, prior to filing the application with the BSA, contact BSA Executive Director to discuss the findings of the studies.

## ZR 73-19: Materials Required to Support the Application

- 1. School Safety Provide a School Safety Operational Plan-follow the guidelines below.
  - a. Please describe the logistics of the drop-offs and pickups, if staff will be deployed at the entrance of the school, and which entrances/exists 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.
  - b. Indicate what the walking routes to the school are.
  - c. Indicate the modal split in percentages for students and staff for each mode-private vehicle, walk, bus drop off, public transit, etc.
  - d. Indicate how many private buses will arrive each day. Indicate the schedule for the buses and where the loading/unloading activities will occur.
  - e. Label and dimension on the proposed site plan any proposed drop-off zones, signage, other transportations improvements proposed. Label and dimension proposed and existing curb cuts.
  - f. Please describe intersections in the immediate blocks surrounding the site. Indicate if there are any "high-crash" intersections.
  - g. 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.

- h. Please describe how the siting of the school at this location will not negatively interfere with existing industrial operations in the neighborhood.
- Air Quality Provide a document separate from the CEQR air quality submission that contains a summary of air quality issues in the study area, discusses any potential impacts on the proposed school, and includes all field observations (field photographs, notes, charts, and information on scaled maps).

### 73-19 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
    - iii. Phase II Work Plan and HASP to be approved by DEP
    - iv. ASTM compliant Phase II report After Phase WP and HASP are approved and testing is complete an ASTM compliant Phase II report is required for review by DEP. A RAP and CHASP is typically prepared and can be submitted with the Phase II report for an expeditious review
    - v. Remedial Closure Report To be submitted for DEP approval prior to construction after RAP and CHASP is implemented (post-BSA grant).
  - 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 Noise analysis with backup data. If there are any proposed outdoor play areas, provide a noise assessment that examines the impact of these areas to nearby sensitive receptors.
  - 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 thresholds are exceeded as identified in Table 16-1 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

<sup>\*</sup>Please note this list represents typical items associated with the above-referenced application type for reference purposes only. Actual required items for a case with the Board of Standards and Appeals will be determined at the time of official application review and hearing process. This list is subject to modification or change at any time.