

## 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/exits 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.



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

*\*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.*