

ADMINISTRATIVE NOTICE

TO: Distribution
FROM: Carlo Costanza, Executive Director
DATE: March 17, 2020
SUBJECT: Precautions for Application Filings, Submissions, and Record Inspections—**UPDATED**

EFFECTIVE IMMEDIATELY

Due to concerns raised by COVID-19, the Board of Standards and Appeal is making certain temporary changes to its operations out of an abundance of caution. General information and recommendations to slow the spread of COVID-19 are available from the City's Department of Health and Mental Hygiene on www.nyc.gov.

APPLICATION FILING

New application filings are strongly encouraged to be submitted electronically to BSAfilings@bsa.nyc.gov. Initial submissions will not be deemed accepted until reviewed and approved by staff. After an initial review, a calendar number and, where applicable, a CEQR number will be issued, and the applicant will be directed to pay the required fees. Questions about potential submissions should be directed to the Board's office at (212) 386-0009.

FOLLOW-UP SUBMISSIONS FOR ACTIVE APPLICATIONS

After an application has been filed, follow-up submissions will only be accepted electronically to submit@bsa.nyc.gov. Follow-up submissions should include a clear cover letter detailing the contents and an explanation for their submission, the name of the assigned project manager, and the hearing date (if applicable). Questions about follow-up submissions should be directed to the assigned project manager by email. If the project manager is unavailable, questions should be directed to the Board's office at (212) 386-0009.

REVIEW OF CASE FILES AND ARCHIVAL MATERIALS

Until further notice, the Board is strongly discouraging in-person review of case files and archival materials. If certain documents are required, please reach out to the Board's office at (212) 386-0009, and staff will work to accommodate any requests either electronically or by mail.