

ADMINISTRATIVE NOTICE

TO: Distribution
FROM: Carlo Costanza, Executive Director
DATE: December 16, 2020
SUBJECT: Submission of Presentation Materials Used at Community Board Hearings

EFFECTIVE IMMEDIATELY

For any application where the affected Community Board or Borough Board holds a public hearing, the applicant's representative must submit:

- (1) a copy of any presentation materials used at the hearing and
- (2) a notarized statement executed under penalty of perjury that such materials are true and correct and are as presented to the affected Community Board or Borough Board.

The attached form must be used for the notarized statement and updated in the event that presentation materials are used at a later time.

The affected Community Board and Borough Board are also welcomed to submit copies of presentation materials used at the hearing.

Examples of acceptable copies of presentation materials that are typically used include:

- Handouts;
- Photographic copies of poster boards in PDF format; and
- Printouts of PowerPoint presentations in PDF format.

Copies of presentation materials must be electronically submitted to submit@bsa.nyc.gov (with the applicable project manager cc'd) within three (3) business days after the public hearing of the affected Community Board or Borough Board.