



**Board of Standards
and Appeals**

250 Broadway, 29th Floor
New York, New York 10007

Phone: (212) 386-0009

Fax: (646) 500-6271

www.nyc.gov/bsa

Margery Perlmutter
Chair/Commissioner

ADMINISTRATIVE NOTICE

TO: Distribution
FROM: Carlo Costanza, Executive Director
DATE: February 22, 2019
REVISED: February 27, 2019 (modifications in **bold/underlined**)
SUBJECT: Certification of Statements Made in All Applications

EFFECTIVE IMMEDIATELY

Effective May 1, 2018, New York City Charter § 668(a) now states, in relevant part:

The applicant, the property owner, and the preparer of any document accompanying an application to vary the zoning resolution or an application for a special permit shall certify, executed under penalty of perjury, that the statements made in the application and accompanying documents are correct. Such certifications shall be notarized.

In addition, New York City Charter § 670 now states:

It shall be a violation of this section for any person to knowingly make or allow to be made a material false statement in any certificate, professional certification, form, signed statement, application or report that is either submitted directly to the board of standards and appeals or that is generated with the intent that the board rely on its assertions.

Accordingly, the **property owner, applicant** and any other preparers of a document submitted with any application submitted to the Board is required to submit the appropriate Certification Form to confirm that the **factual information contained** in the application and accompanying documents **is correct to the best of the certifying individual's knowledge**. This applies to, not only, variance and special permit applications filed on the Board's BZ or SOC Calendar, but also appeals filed on the Board's A Calendar **(including cases for vesting)**.

The Certification Forms, available on the Board's website, must be notarized by a notary public, pursuant to all applicable notary laws, **and be appended to the end of each document prepared with every submission (e.g., if a submission includes a revised statement of facts ("SOF") and revised plan set, the last page of each document must be Certification Form(s) completed by the preparer(s) of those documents)**.

EXCEPTIONS: Deeds, print outs from the Department of Buildings' Building Information Search ("BIS"), Flood Insurance Rate Maps ("FIRMs"), New York City tax maps, land use maps and other documents obtained from publicly available data sources.