

The **Narrative Statement Process (NSP)** provides the opportunity for the owner and the building occupants to discuss the owner's proposal for legalization. Tenant participation is not required but strongly encouraged. Occupants will have an opportunity to comment on the proposed work.

STEP 1: FILING THE NARRATIVE STATEMENT (NS)

OWNER: Must serve the NS within 15 days of filing the Alteration Application with the NYC Department of Buildings (DOB). Service may be done by a) personal service, b) email (if there is consent to such service), c) fax (if there is consent to such service), d) first class mail, or e) delivery by a private delivery service.	LOFT BOARD: Must schedule the Narrative Statement Conference within 30 days of the owner filing the NS, the architectural plans, and proof of service to the building occupants.	TENANT: Receives a copy of the NS and Alteration Application. Tenants may seek legal counsel, or a registered architect, or can represent themselves at the Narrative Statement Conference. Time is of the essence to review the plans. The Loft Board will schedule the conference to discuss the plans.
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STEP 2: NARRATIVE STATEMENT CONFERENCE (PRE-CONFERENCE & POST-CONFERENCE)

Pre-Conference		Post-Conference
LOFT BOARD: Must serve the Conference Notice to the tenants. The conference notice is sent by mail.	TENANT: Must prepare to comment on the owner's proposed work. Vacant IMD spaces must be confirmed as vacant by a Loft Board inspector before the conference notice is sent.	OWNER: Has an opportunity to revise the plans based on comments provided at the conference if needed.



STEP 3: LEGALIZATION PLAN AGREEMENT BY PARTIES

YES	NO	
LOFT BOARD: May issue certification of compliance with the Narrative Statement Process.	LOFT BOARD: Serves the Notice of Opportunity to File Comments or an Alternate Plan (Clock Notice). The time provided in the Notice is triggered by the number of IMD units in the building.	TENANT: May file an Alternate Plan with the Department of Buildings or comments with the Loft Board, within the comment period. After the comment period, the Loft Board may initiate an Alternate Plan Dispute application, or the Executive Director may issue an Administrative Determination to resolve the Comments or Alternate Plan.



STEP 4: LOFT BOARD CERTIFICATION

OWNER: Must provide a Cleared Objection Sheet and a signed Verification Letter stating the plans have not changed since the NS conference or describe the changes if changes were made.	LOFT BOARD: Will Issue certification after the tenants' alternate plans and/or comments are resolved. Once the Loft Board has issued the certification, the owner may obtain the alteration permit from DOB and the legalization work may begin.
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