



THE CITY OF NEW YORK  
MANHATTAN COMMUNITY BOARD 3

59 East 4th Street - New York, NY 10003  
Phone (212) 533-5300  
www.cb3manhattan.org - mn03@cb.nyc.gov

Andrea Gordillo, Board Chair

Susan Stetzer, District Manager

**Green Development/Housing Questionnaire**

RE: \_\_\_\_\_  
(address)

Dear Applicants and Representatives,

Your housing program application has been placed on the agenda of the next meeting of the Land Use Committee of Manhattan Community Board 3. The Land Use Committee will meet on:

\_\_\_\_\_  
(date and time)

\_\_\_\_\_  
(meeting location)

Please confirm your attendance at the meeting and email an electronic version of your application to [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov). Submitted materials will be posted to the website.

Please complete the following questionnaire and return it by email to [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov) **five business days** prior to the meeting.

Either include electronic copies of the following documents with your questionnaire or bring them to the meeting:

- Site plan with neighboring building heights
- Elevations
- Renderings

Thank you for your help and cooperation. If there are any questions, please call the office.

Sincerely,

Susan Stetzer  
District Manager

## Green Development Questionnaire

Please note that not every question will be applicable to every development type (*e.g.* some are geared towards new construction developments, others towards retrofit). If not applicable to your development project, please write "n/a" and **briefly explain why it is not applicable**.

### Green Building Certifications

Please indicate which, if any, of the following green building certifications you are abiding by and your score in each (if applicable).

Type of certification	Participation (yes/no)	Score (if applicable)
LEED (Leadership in Energy and Environmental Design)		
ENERGY STAR		
Enterprise Green Communities		
BREEAM		
Green Globes		
Living Building Challenge		
National Green Building Standard (NGBS)		
Other		

### Resilient Communities

Are you conducting a multi-hazard/vulnerability assessment to identify critical risk factors of your property? If so, how are you implementing strategies that ensure the project adapts to, and mitigates, climate related risks? Please detail: \_\_\_\_\_

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Are you incorporating ecosystem services/landscape in order to improve air quality or provide greenspace on and/or off-site?: \_\_\_\_\_

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Please list any standards you are following or any local, state, federal resources you are utilizing to make the building more resilient: \_\_\_\_\_

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How will you be protecting the infrastructure of the building from flood damage? For example, will the building be floodproofed to the Base Flood Elevation (BFE)? Will there be an additional freeboard height?:

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Describe where equipment (such as boilers) will be placed so they are not damaged during a flood event:

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Have you evaluated occupancy patterns, and then applied daylight, HVAC and lighting sensors in appropriate locations? \_\_\_\_\_

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**Residence Centered: Accessibility and Emergency Preparedness**

Describe your project's evacuation plan/how it will protect the building and its residents in the event of an emergency (such as flood, power outage, extreme heat, etc.): \_\_\_\_\_

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How will the community be involved in emergency planning, response, and annual drills? How can you as developers encourage residents to contribute in keeping their building safe?: \_\_\_\_\_

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How will you be disseminating emergency and evacuation plans to residents (in case of flood, power outage, an extreme heat event, etc.)?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you ensure water and/or electricity continues to run throughout the entire building in the event of an emergency? For example, will the building be equipped with emergency battery operated hallway lighting in the event of a power outage?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you work with LES Ready to promote disaster preparedness planning programs?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Community Relations**

Are you integrating various neighborhood perspectives and seeking input from local clubs and associations, religious groups, community leaders, and/or municipal government officials? If yes, please detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you conducting multilingual outreach to increase accessibility of project plans? If so, in what language(s)?: \_\_\_\_\_  
\_\_\_\_\_

**Promoting Public Health and a Clean and Safe Environment**

Describe how you will be minimizing disturbance during the construction process: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a plan to optimize the recycling and reuse of demolition debris and construction waste to minimize waste sent to landfills?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Good Green Neighbors: Community Enhancement**

Are you improving the local neighborhood’s built environment by enhancing and strengthening existing infrastructure (i.e. local roads, sidewalks, light fixtures, subway access, etc.)? If yes, please detail: \_\_\_\_\_

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Is the community you’re building in vulnerable to extreme heat according to the DOHMH Heat Vulnerability Index (HVI)? If so, how will you be addressing this (i.e. cooling centers, increased green space or vegetation, white painted roof, etc.)?: \_\_\_\_\_

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How do you plan to measure the performance of the building regularly?: \_\_\_\_\_

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How will you use the property’s energy and water data to improve utilization and performance up to required standards?: \_\_\_\_\_

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Are you willing to provide technical equipment to neighboring properties to help with data collection to enhance neighborhood data transparency and sustainable operations (i.e. for emissions, energy use, water use, etc.)?: \_\_\_\_\_

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Are you using a cool roof, green roof, or any other means as ways to reduce heat island effect and stormwater runoff?: \_\_\_\_\_

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**Transportation**

Will the development be accessible to diverse transportation options (i.e. public transit, bicycle lanes, pedestrian networks, etc.)? Please detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you mitigate transportation congestion and fossil fuel usage through amenities that incentivize biking mobility or access to transit?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Water Conservation/Reuse and Energy Efficiency**

Are you recommissioning all energy and water systems to determine if they are operating at optimal performance? If not, are you upgrading energy and water systems to minimize consumption?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are renewable energy options that can offset the purchase of fossil fuel-based energy being used?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If not already metered, are you planning on installing meters for electric, gas, water and other utilities? If yes, are they smart meters or submeters?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How are you conserving water and reducing total indoor water consumption compared to the baseline indoor water consumption that is mandated? If so, by how much?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you reusing non-potable water by reusing, harvesting, or treating rainwater and/or greywater? If so, how much?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Preserving and Building Upon Distinctive Community Features**

Will the design of the development strengthen local culture (i.e. by taking inspiration from local landmarks, neighborhood designs, and/or local traditions)?: \_\_\_\_\_

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If the building is historic, are you updating systems appropriately to maintain a balance between the need for energy and water savings with the character of the original building fabric?: \_\_\_\_\_

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**Other**

Notes for any additional green development, resiliency, or sustainability features: \_\_\_\_\_

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## Housing Checklist and Questionnaire

Applicant (Owner): \_\_\_\_\_  
Contact Person and relationship to applicant: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Address of site: \_\_\_\_\_  
Location (between Streets/Aves): \_\_\_\_\_  
Block and Lot Numbers: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_  
Architect: \_\_\_\_\_

### **Project Description**

Please give overview of Application/Project, including general uses such as residence type (rental, condo, micro-units, co-living, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Project information, both allowable and proposed (if applicable)**

Gross Floor Area: \_\_\_\_\_  
Number of stories: \_\_\_\_\_  
Building height in feet (base and tower, if applicable): \_\_\_\_\_  
Will there be usable outdoor space (i.e. roof or terrace, courtyard)? Please specify what it is and the size: \_\_\_\_\_

### **Type of Request**

Please identify the type of land use action you are bringing before Community Board 3 (ULURP—zoning map change, disposition of real property, special permits including 74-711 and 74-79); zoning resolution text amendment; UDAA/UDAAP; BSA special permit, modification or amendment; IH application, new construction, preservation, or MIH ; 421-a; etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any prior land use actions associated with this project that CB 3 has previously reviewed. Has this project previously appeared before another committee? Are there any deed restrictions or regulatory agreements in place? Please detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Residential Units**

	Number of All Units (market rate + affordable)	Number of Affordable Units	Size of Units (square feet)	Proposed Rent/Sale Cost – Market Rate	Proposed Rent/Sale Cost – Affordable
Studio Apts:				\$	\$
1-Bedroom Apts:				\$	\$
2-Bedroom Apts:				\$	\$
3-Bedroom Apts:				\$	\$
Total # of Units:					

If no affordable units are provided, please provide the reason for exclusion: \_\_\_\_\_

What are the income levels of the affordable units?: \_\_\_\_\_

Describe the distribution of affordable units in the project: \_\_\_\_\_

What is the term (duration) of affordability?: \_\_\_\_\_

What priority/preference will residents of CB 3 have, if any?: \_\_\_\_\_

**Amenities**

Commercial Parking (number of spaces): \_\_\_\_\_ Location: \_\_\_\_\_

Residential Parking (number of spaces): \_\_\_\_\_ Location: \_\_\_\_\_

Exterior Amenities: \_\_\_\_\_

Interior Amenities: \_\_\_\_\_

Rooftop Amenities/Hours Open: \_\_\_\_\_

Other Amenities: \_\_\_\_\_

Community room or any amenities available to the public: \_\_\_\_\_

Will there be a charge for use of amenities? \_\_\_\_\_

Will amenities be fully/equally available to the affordable occupants? \_\_\_\_\_

**Additional Uses**

Will the project include community facilities, commercial, retail, or office space within the building?: \_\_\_\_\_

If so, what is the proposed square footage of each?: \_\_\_\_\_

If commercial, what is the rent per square foot (include ranges if rent will vary)?: \_\_\_\_\_

If commercial, what is the proposed type of commercial tenant?: \_\_\_\_\_

What efforts will be made to consider retail diversity and community needs when determining these publicly accessible uses?: \_\_\_\_\_

Will the site be fully accessible to persons with disabilities?: \_\_\_\_\_

**Financing**

Please list all subsidies and tax exemption programs being applied for, and list terms and conditions of each program (i.e. 421-a; Inclusionary; Low Income Housing Tax Credits; Article 11; HFA loans; J-51; 80/20; Section 8; purchase or sale of development rights and easements, etc.): \_\_\_\_\_

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Has funding been obtained for this project?: \_\_\_\_\_

If yes, explain the source of funding: \_\_\_\_\_

If no, explain how you intend to fund this project: \_\_\_\_\_

What are the rates of return on this project in 10, 15 and 30 years, respectively? Please provide your pro forma financial statements for the board to review: \_\_\_\_\_

**Sources**

[Enterprise Green Communities](#)

[Retrofitting Existing Buildings To Improve Sustainability And Energy Performance - Whole Building Design Guide](#)

[EPA Equitable Development Report](#)

**Acknowledgements**

Questionnaire and accompanying workbook created by [Maia Roseval](#), Community Planning Fellow at the Fund for the City of New York.