



**Land Use Application
Application Checklist
February 22, 2021**

	Change in City Map	Zoning Map Amendment	Zoning Text Amendment	Zoning Authorization	Zoning Certification	Zoning Special Permit	South Richmond District Authorizations	South Richmond District Certifications	South Richmond District Special Permits	Combination Acquisition and Site Selection by the City	Disposition of Non-Residential City-Owned Property	Acquisition of Property by the City	Site Selection (City Facility)	Office Space	197-A Plan	Urban Development Action Area - UDAAP	Major Concessions	Landfill	Easements (Administrative)	Follow-Up, Renewal of Previous Approval
	MM	ZM	ZR	ZA	ZC	ZS	RA	RC	RS	PC	PP	PQ	PS	PX	NP	HA	MC	ML	ME	CM
Required Forms																				
Pre-Application Statement	X	X	X	X	A	X	X	A	X	X	X	X	X				X	X		X
Land Use Application	X	X	X	X	X	X	X	X	X	X	X	X	X	X	**	X	X	X	X	**
Required Attachments																				
1 Project Description	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	
2 Official Zoning Map	X	X	B	X	X	X	X	X	X	X	X	X	X	X		X	X	X		
3 Tax Map(s)	X	X		X	X	X	X	X	X	X	X	X	X	X		X		X	X	
4 Project Area Photographs	B	X	B	A	A	X	X	X	X	X		X	X			X	X	X		
5 Area Map (will be used for presentations to the Commission)		X		A		X				X	X	X	X			X	X	X		
6 Zoning Change Map		X																		
7 Zoning Comparison Table		X																		
8 Land Use, Compliance and Conformance Tables		B																		
9 Land Use Map				A	X		A	A	X											
10 Survey	X			X	A	X	X	X	X									X		
11 Zoning Analysis				X	X	X	X	X	X											
12 Site Plan (will be used for presentations to the Commission)	B			X	X	X	X	X	X	X		A	X			R		X		
13 Elevation (will be used for presentations to the Commission)				A	A	A	A	A	A							R				
14 Section				A	A	A	A	A	A											
15 Neighborhood Character Diagram				A	A	A	A	A	A											
16 Landscape Plan				A	A	A	A	A	A											
17 Ground Floor Plan				A	A	A	A	A	A							R				
18 Upper Floor Plans				A	A	A	A	A	A											
19 Detail Elevation				A	A	A														
20 Application Map (Map of Proposed Change to the City Map)	X																	X		
21 City Map Change Area Map	X																			
22 Proposed Zoning Text			X																	
23 Statement of Findings				X	X	X	X	X	X											
24 Owner's Authorization				X	X	X	X	X	X											
25 Draft Alteration Map (administrative change)																			X	
26 Fair Share Analysis										X			X	X						
27 UDAAP Zoning Chart																X				
28 UDAAP Project Summary																X				
29 Other Drawings for Site Analysis Purposes Hillside/SNAD/South Richmond (Contact SI or Bronx Offices)				A	A	A	A	A	A											

This checklist is NOT an exhaustive list of application requirements. All applicants will be informed of all application requirements at the Interdivisional Meeting for the proposed project. Specific attachments may be waived by DCP depending on specific action requirements, or project-based considerations.

*These application types do not require DCP Land Use applications. Information for these actions is submitted by other city agencies.

** Please contact the appropriate DCP Borough Office or Division to discuss your proposed project.

Notes:

- X.** Required Attachment or Form
- A.** Depends on specific action.
- B.** Depends on specific project.
- R.** Recommended but not required.