



Pre-Application Statement Form

This document is meant to guide applicants through the PAS form, serving as a 'How-To' Guide.

The **Pre-Application Statement** is a form used for submitting the PAS, a prospectus for NYC Planning. Submission of the PAS commences.

There are call out boxes provide further guidance and tips for filling in specific sections.

NYC Planning understands that providing much detailed information about a project being rejected.

The **blue text** represents sample applicant answers, to help illustrate the 'How-To' guidance. The sample applicant information presented is not meant to reflect an actual project.

Project ID No. 367680

Project Name New Example Project

1a. Prospective Applicant Contact(s) Information

Organization XYZ Corp			
First Name Arthur		Last Name Brookes	
Address 120 Broadway	City New York	State NY	Zip Code 10271
Phone 555-555-5555		Email arthur@xyz.com	

Organization			
First Name		Last Name	
Address	City		
Phone		Email	

It is important to fill in information about known team members and include their email addresses, (at minimum) to aid in meeting scheduling. If there are more contacts than the spaces allow, include an attachment. It is especially helpful to indicate CEQR consultants if applicable.

1b. Representative Contact(s) Information

First Name Amy		Last Name Linden	
Organization ABC Company		Email amy@abc.com	
Address	City	State	Zip Code
Phone			

First Name		Last Name	
Organization		Email	
Address	City	State	Zip Code
Phone			

2. Project Area and Development Site Geographic Information

Project Area refers to all property that would be subject to the proposed actions.

Development Site refers to all property to be developed as part of the applicant's specific proposal which the land use actions would facilitate. Typically, the Development Site and the Project Area will comprise the same property(ies) unless the applicant's proposal is for a project that is larger than an applicant's property to be developed. In these cases, the Development Site may be a portion of the Project Area.

Here you should specify:

- **City Map actions:** e.g. "The roadbed of Surf Avenue between W25th and W27th Street in Coney Island Brooklyn"
- **Text amendments that affect large areas:** e.g. "The entirety of Community District 13 in Brooklyn"
- **Any notes about the geography description provided:** e.g. "We are still considering the boundaries of the area to be rezoned"; or, "We are only contemplating rezoning 100 foot depth off of Surf Avenue for a commercial overlay"

2a. Description of Geography

Fill in if the project area and/or development site is a portion of a lot(s). (Applies to City Map Amendments and Text Amendments)

The portion of 1st Ave between 2nd and 3rd Street in Brooklyn Community District 6.

2b. Project Borough, Block(s), & Lot(s)

Borough	Block	Lot	Partial Lot?	Development Site?
BK	1012	1	Y	N
BK	1012	2	Y	Y

For users of the Applicant Portal: Filling in the BBL information will generate the address information automatically.

2c. Project Addresses

Address Number/Street	Community District	City Council District	Zoning Map Number
123 First Ave	6	31	16A

3. Proposed Land Use Actions

What land use actions does the proposed project require? Identify all that apply and fill in the appropriate related information. This is preliminary information and may change following discussion with the Department of City Planning.

- | | |
|---|---|
| <input checked="" type="checkbox"/> CHANGE IN CITY MAP | <input type="checkbox"/> REVOCABLE CONSENT |
| <input type="checkbox"/> HOUSING PLAN & PROJECT | <input type="checkbox"/> DISPOSITION OF REAL PROPERTY |
| <input type="checkbox"/> SITE SELECTION - PUBLIC FACILITY | <input type="checkbox"/> CONCESSION |
| <input type="checkbox"/> FRANCHISE | <input checked="" type="checkbox"/> UDAAP |
| <input type="checkbox"/> ACQUISITION OF REAL PROPERTY | <input type="checkbox"/> LANDFILL |
| | <input type="checkbox"/> URA |

2 ZONING SPECIAL PERMIT Pursuant To: 62-8, 74-74
(ex. ZR Sec. 74-711)
To Modify: Bulkheight and parking regs
(if applicable. ex. ZR Sec. 42-10 and 43-17)

For Special Permits, Authorizations & Certifications: Note how many of each & which Zoning Resolution section numbers the actions are in (i.e. pursuant to).

ZONING AUTHORIZATION Pursuant To: _____
To Modify: _____

Be specific (if you can) on what waivers are sought. It's okay if you are unsure of information. Fill out to the best of your ability.

ZONING CERTIFICATION Pursuant To: 62-811, 62-812

If you are seeking a modification or removing a legal document or modifying approved site plans, this field can be used.

MODIFICATION Previous ULURP Numbers: CP7182, 7903053ZAK, 7903063ZSK

RENEWAL Previous ULURP Numbers: _____

ZONING MAP AMENDMENT
Existing Zoning Districts: R6
(ex. R7-1/C2-4)
Proposed Zoning Districts: R7-D/C2-4, M1-4
(ex. C4-5X)

There is only ever one **Zoning Map** or **Text Amendment** per project. Indicate all proposed changes in the supplemental fields.

ZONING TEXT AMENDMENT
Affected ZR Section Number: New Special District and MIH
Affected ZR Section Title: TBD and Appendix F

Remember: Be as specific as you can, but it's ok if you're unsure.

4. Project Area Information (Project Area refers to all property that would be subject to the proposed actions.)	
4a. Does the proposed Project, or portion thereof, require a NYC DEP Storm Water Construction Permit?	No
4b. Is the proposed Project Area located in a current or former Urban Renewal Area?	Yes
Urban Renewal Area Name: West Bushwick URA	HPD keeps records on URAs. The portal provides a link to research name of applicable URA.
4c. What is the Legal Street Frontage Status?	Mapped and built
4d. Do all land use actions meet SEQRA or CEQR criteria for Type II status?	No
If so, indicate which SEQRA or CEQR category each action fulfills.	
The portal provides a link to find the appropriate category for Type II. EARD will confirm. ex: 617.5(c)(9)	
4e. Is the proposed Project Area in an Industrial Business Zone?	Yes
Industrial Business Zone Name: Southwest Brooklyn IBZ	The portal provides a link to Zola to find names and boundaries of IBZs as well as other supporting layers.
4f. Is the proposed Project Area within or adjacent to a designated (City or State) Landmark or Historic District?	Yes
Landmark or Historic District Name: Park Slope Historic District	The portal provides a link to Zola to identify Landmarks and Historic Districts in the proposed Project Area.
4g. Applicability of waterfront and flood zone regulations.	
Is the proposed Project Area located within the NYC Coastal Zone?	No
Projects in the Coastal Zone may be subject to Waterfront Revitalization Program review if they require Local, State, or Federal discretionary actions.	
Is the Project Area located within the 1% annual chance floodplain?	Yes
4h. Legal Instruments.	DOF's ACRIS and Richmond County Clerk's database are often used to research this.
Is a legal instrument associated with a previous CPC or CPC Chair action recorded against the project site?	Yes
City Register File Number or other document identifier:	CRFN 20000211517 and ORCC 34726
Will a new legal instrument or modification of a current legal instrument be necessary to approve/implement these actions?	Yes
Determined based on existing legal instruments associated with the property or requirements of the Zoning Resolution.	

5. Proposed Development Site Information (if appropriate for the Action)

Helpful for CEQR discussions

5a. In what year do you expect the development to complete?

2025

5b. What Type of Development is Proposed? (select all that apply)

Legalization, change to approved open space plans, etc. can be indicated here

Newly constructed buildings _____

Demolition _____

Alteration _____

Addition _____

Change of use _____

Enlargement _____

Other _____

Explain:

Legalization of use change

5c. Is Development Site in an Inclusionary Housing Designated Area/Mandatory Inclusionary Housing Area? Refer to Appendix F of the Zoning Resolution for full list of all inclusionary housing areas which are areas that incentivize or require affordable housing in certain areas. **Yes**

Inclusionary housing designated area name: MIH, CD 3 Map 2

Can be found in Appendix F of the Zoning Resolution (make sure to indicate voluntary IH or MIH)

5d. Does the proposed Development involve discretionary funding for Affordable Housing Units? **Not sure**

Funding Source: Not sure

6. Project Description

INSTRUCTIONS

Please complete this attachment with detailed information, to the best of your ability. If you need assistance, please contact the appropriate Borough Office.

6a. Why is this application being proposed? What is the legal, environmental, or land use background?

The application is being proposed to permanently legalize a long-standing restaurant to allow for future enlargement under existing bulk regulations C3 (.5 FAR). The owner recently purchased the property and this use has been here for 15 years and is a much beloved restaurant by the community. The restaurant is so popular that they want to expand and provide additional outside seating. In doing our research we realized that this is not currently allowed under existing regulations without a BSA Special Permit that must be renewed every 5 years. The expense and time for doing this is prohibitive and therefore we're seeking zoning change. The boundary sought would include the two other neighboring mixed-use properties

In providing your answer, think through the following questions:

- What are the relevant issues about the history of the site?
- Is there a legal constraint that makes development infeasible?
- Is there something about the location of the site or shape of the site that necessitates an action?
- Does the site have a history of contamination or remediation?

6b. What is the land use rationale for all the proposed actions?

The proposed action is a rezoning from a C3 district to R3-2/C2-4. C3 districts are supposed to promote water and maritime uses. Restaurants, however, are not permitted and the proposed rezoning area, although adjacent to the waterfront, it is not suitable for boating due to water depth in proximity to the site. The restaurant and other commercial uses permitted in C2-4 are (and have been) compatible with the neighborhood maritime uses and serve to bring more people to the area to enjoy the maritime activities nearby. The boundary makes sense as it is the block front that transitions the neighborhood character to the more maritime uses. Since the proposal does not change the bulk regulations (FAR remains the same) and strengthens the stability of a mix of uses that is currently working, it is our belief that this makes for better land use policy in this area

This is a critical part of any land use application. This is distinct from the short-term considerations of the property owner (those should be presented in 6a if relevant). Indicate why the larger community and City would find the proposal to make sense in the long term. In providing your answer, try to address the following:

- How does the project meet the findings/conditions of the proposed actions?
- How does it align with the goals and plans of the surrounding community and City?
- Why do the proposed actions (including any boundary locations) make sense?
- What reasoning would you present to the CPC and City Council to ask for approval?

6c. Description of land uses and built context in surrounding area (within 1000 ft):

Surrounding the project area is a shallow canal and several boat clubs with dock related services for private boaters. Low scale residential uses are to the west and a mix of commercial and community uses as well as residential uses are to the north along a major thoroughfare. Building heights range from 1 to 6 stories. The area is not well served by transit, being over half a mile from the nearest subway station. There is a bus stop 8 blocks away.

Provide a description of the surrounding area, including details regarding building uses, scale, and transit conditions. This can be helpful to consider when answering 6b.

6d. Description of existing land uses and structures in the proposed Project Area and Development Site:

Similar to the surrounding area there is a mix of commercial and residential uses. The development site (10,000 sq ft) contains an existing 1 story commercial building (3,000 sq ft) with a restaurant and a convenience store. The other two sites (15,000 sq ft and 3,000 sq ft) within the project area consist of 3 story mixed-use buildings with a church, laundromat, and a hair salon on the ground floors. There are no other development plans or tenant changes proposed by the other property owners.

When providing your description, think through the following questions:

- If the site is vacant, why?
- What used to be on the site?
- Describe existing structures and indicate why will they or won't they remain.
- Are there operating businesses or homes on the site? Will they remain?

6e. Description of the proposed development being facilitated by the land use actions:

The proposal is to legalize the existing non-conforming uses in the project area and to allow for a 2,000 square ft commercial enlargement under the existing bulk controls (.5 FAR) on the development site to provide additional seating, kitchen and storage for the restaurant. All existing operating businesses are proposed to remain.

When providing your description, think through the following:

- What do you want to build? Tell us the size (SF, Height, Units as applicable) and uses.
- Are there operating businesses or homes on the site? Will they remain?

6f. Description of proposed CEQR scope.

Include to expedite CEQR guidance: If proposed actions are not approved, what is the applicant's as-of-right development (CEQR "no-action") proposal? What would be expected to occur on non-applicant-controlled sites because of the Proposed Actions (CEQR "with-action")?

The no-action scenario would presume an ice cream parlor in said restaurant and bike shop on the development sites or possibly just residential homes, based on the limitations of the C3 zoning district and current market conditions. The with-action scenario is the existing condition plus a 2000 sq ft addition to the development site for restaurant expansion.

Give your initial assumptions about environmental review here. Be clear about the assumption: e.g. *"The no-action is assumed to be the existing conditions."*

Also, state why! E.g. *"There is no financial incentive to redevelop the property under the existing regulations, because it already maximizes the allowed FAR"*

When providing your description, think through and indicate the following:

- If proposed actions are not approved, what is the applicant's as-of-right development (CEQR "no-action") proposal?
- What would be expected to occur on non-applicant-controlled sites because of the Proposed Actions (CEQR "with-action")?

7. Attachments

Please attach the following **Required documents**. Additional materials that help explain the proposed project may also be submitted.

REQUIRED FOR ALL PROJECTS:

1. TAX MAP(S)—if project area has more than one tax block submit a separate map for each taxblock
2. OFFICIAL ZONING MAP— circle the project area
3. LAND USE MAP
4. VISUAL REPRESENTATION OF PROPOSED PROJECT — Include details as needed to explain the nature of the project and its relationship to the surrounding area. The Lead Planner can provide appropriate guidance for these materials.
5. PHOTOGRAPHS
6. SIGNATURE FORM

ADDITIONAL MATERIALS FOR PROJECTS IN THE NYC COASTAL ZONE:

7. MAP OF PROJECT LOCATION WITHIN THE NYC COASTAL ZONE — including Special Area Designations

ADDITIONAL MATERIALS FOR CITY MAP CHANGES (MM):

8. Most Recent Borough President's Final Section Map or Most Recent Approved and Filed Alteration Map for the Project Area
9. Site Survey (Recommended but Not Required)

ADDITIONAL MATERIALS FOR THE FOLLOWING SPECIAL DISTRICTS: STATEN ISLAND (South Richmond, Special Hillside Preservation, Special Natural Area) and BRONX (Special Natural Area)

10. SITE SURVEY — Existing Conditions (required if there have been changes to previous submissions)
11. SITE PLAN — Proposed Conditions
12. ZONING CALCULATIONS
 - a. Tree Calculations
 - b. Average Percent (%) of Slope (Special Hillside Preservation and Special Area Districts)

The Lead Division may request additional materials to aid in expediting DCP guidance or application review.

OTHER MATERIALS MAY BE REQUESTED AS NEEDED (by lead division for high density projects or special situations)

STATEMENT OF INTENT

The Prospective Applicant intends to pursue the filing of a land use application with The Department of City Planning to facilitate the project proposed above.

PROSPECTIVE APPLICANT NAME *(please print)*

PROSPECTIVE APPLICANT REPRESENTATIVE NAME *(please print)*

PROSPECTIVE APPLICANT SIGNATURE

PROSPECTIVE APPLICANT REPRESENTATIVE SIGNATURE

DATE

DATE

If completing using the paper form, use Adobe Pro to e-sign or sign and scan. This page or the Signature form can be used for providing signatures for the PAS Applicant Portal submission