



# Pre-Application Statement Form

The **Pre-Application Statement** requests pertinent information about a site and proposed project. By submitting the PAS, a prospective applicant acknowledges that they intend to file a land use application with NYC Planning. Submission allows staff to be assigned from appropriate divisions, and project tracking to commence.

NYC Planning understands that some projects may not be fully formed at the submission of the PAS. Give as much detailed information as possible. Failure to provide detailed, relevant information will result in the PAS being rejected.

<b>Project ID No.</b>
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<b>Project Name</b>
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## 1a. Prospective Applicant Contact(s) Information

<b>Organization</b>			
<b>First Name</b>		<b>Last Name</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone</b>		<b>Email</b>	

<b>Organization</b>			
<b>First Name</b>		<b>Last Name</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone</b>		<b>Email</b>	

## 1b. Representative Contact(s) Information

<b>First Name</b>		<b>Last Name</b>	
<b>Organization</b>		<b>Email</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone</b>			

<b>First Name</b>		<b>Last Name</b>	
<b>Organization</b>		<b>Email</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone</b>			

## 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 application is requesting a zoning map amendment covering an area greater than an applicant's property to be developed or a large-scale special approval involving multiple tax lots. In these cases, the Development Site may be one or several tax lots within a broader Project Area.

### 2a. Description of Geography

Fill in if the project area and/or development site is irregular, especially large, or does not consist of tax lots (Applies to City Map Amendments affecting streets or Project Areas that contain entire neighborhoods or portions of a lot(s)).

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

Borough	Block	Lot	Partial Lot?	Development Site?

### 2c. Project Addresses

Address Number/Street	Community District	City Council District	Zoning Map Number

### 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.

- |  |                                    |
|--|------------------------------------|
| _____ CHANGE IN CITY MAP               | _____ REVOCABLE CONSENT            |
| _____ HOUSING PLAN & PROJECT           | _____ DISPOSITION OF REAL PROPERTY |
| _____ SITE SELECTION - PUBLIC FACILITY | _____ CONCESSION                   |
| _____ FRANCHISE                        | _____ UDAAP                        |
| _____ ACQUISITION OF REAL PROPERTY     | _____ LANDFILL                     |
|  | _____ URA                          |

\_\_\_\_\_ ZONING SPECIAL PERMIT Pursuant To: \_\_\_\_\_

(ex. ZR Sec. 74-711)

To Modify: \_\_\_\_\_

(if applicable. ex. ZR Sec. 42-10 and 43-17)

\_\_\_\_\_ ZONING AUTHORIZATION Pursuant To: \_\_\_\_\_

To Modify: \_\_\_\_\_

\_\_\_\_\_ ZONING CERTIFICATION Pursuant To: \_\_\_\_\_

To Modify: \_\_\_\_\_

\_\_\_\_\_ MODIFICATION Previous ULURP Numbers: \_\_\_\_\_

\_\_\_\_\_ RENEWAL Previous ULURP Numbers: \_\_\_\_\_

\_\_\_\_\_ ZONING MAP AMENDMENT

Existing Zoning Districts: \_\_\_\_\_

(ex. R7-1/C2-4)

Proposed Zoning Districts: \_\_\_\_\_

(ex. C4-5X)

\_\_\_\_\_ ZONING TEXT AMENDMENT

Affected ZR Section Number: \_\_\_\_\_

Affected ZR Section Title: \_\_\_\_\_

**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? \_\_\_\_\_

**4b.** Is the proposed Project Area located in a current or former Urban Renewal Area? \_\_\_\_\_

Urban Renewal Area Name: \_\_\_\_\_

**4c.** What is the Legal Street Frontage Status? \_\_\_\_\_

**4d.** Do all land use actions meet SEQRA or CEQR criteria for Type II status? \_\_\_\_\_

If so, indicate which SEQRA or CEQR category each action fulfills.

ex: 617.5(c)(9)

**4e.** Is the proposed Project Area in an Industrial Business Zone? \_\_\_\_\_

Industrial Business Zone Name: \_\_\_\_\_

**4f.** Is the proposed Project Area within or adjacent to a designated (City or State) Landmark or Historic District? \_\_\_\_\_

Landmark or Historic District Name: \_\_\_\_\_

**4g.** Applicability of waterfront and flood zone regulations.

Is the proposed Project Area located within the NYC Coastal Zone? \_\_\_\_\_

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? \_\_\_\_\_

**4h. Legal Instruments.**

Is a legal instrument associated with a previous CPC or CPC Chair action recorded against the project site? \_\_\_\_\_

City Register File Number or other document identifier: \_\_\_\_\_

Will a new legal instrument or modification of a current legal instrument be necessary to approve/implement these actions? \_\_\_\_\_

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

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

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

Newly constructed buildings \_\_\_\_\_

Demolition \_\_\_\_\_

Alteration \_\_\_\_\_

Addition \_\_\_\_\_

Change of use \_\_\_\_\_

Enlargement \_\_\_\_\_

Other \_\_\_\_\_

Explain: \_\_\_\_\_

**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. \_\_\_\_\_

Inclusionary housing designated area name: \_\_\_\_\_

**5d.** Does the proposed Development involve discretionary funding for Affordable Housing Units? \_\_\_\_\_

Funding Source: \_\_\_\_\_

## 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?

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

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

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

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

**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")?

## 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 tax block
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 Natural Area Districts)

**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



