



Pre-Application Statement

The Department of City Planning is available to advise you in the preparation of this Form. Please visit or contact the appropriate Borough Office listed below. **(It is REQUIRED that you contact a Borough Office before preparing and submitting a Pre-Application Statement.)**

For assistance with this form, please contact the following appropriate Borough Office:

Manhattan Office	Brooklyn Office	Bronx Office	Queens Office	Staten Island Office
120 Broadway, 31 st Floor New York, NY 10271	16 Court Street 7 th Floor Brooklyn, NY 11241	One Fordham Plaza 5 th Floor Bronx, NY 10458	120-55 Queens Blvd. Room 201 Kew Gardens, NY 11424	130 Stuyvesant Place 6 th Floor Staten Island, NY 10301
Tel. 212-720-3480	Tel. 718-780-8280	Tel. 718-220-8500	Tel. 718-520-2100	Tel. 718-556-7240
MN_DL@planning.nyc.gov	BK_DL@planning.nyc.gov	BX_DL@planning.nyc.gov	QN_DL@planning.nyc.gov	SI_DL@planning.nyc.gov

WHAT IS A PRE-APPLICATION STATEMENT?

The Pre-Application Statement (PAS) requests pertinent information about a site and proposed project. By submitting the PAS, a prospective applicant acknowledges that s/he intends to file a land use application with the Department of City Planning (DCP). The PAS serves multiple goals:

- The PAS helps DCP advise applicants early in the process about their project and better serve applicants throughout the review process. The PAS is not designed to assess the merits of the proposal.
- The PAS allows DCP to assign appropriate staff at the beginning of the review process and coordinate review across multiple divisions. PAS provides a formal starting point for the application review process and allows DCP to start tracking progress of a project.

WHEN IS A PRE-APPLICATION STATEMENT NECESSARY?

A Pre-Application Statement is required for most projects that involve a land use application for discretionary or ministerial approval from either the Chair of the City Planning Commission or the City Planning Commission itself. This includes all ULURP actions, text amendments, certifications and authorizations and a number of other actions. Please consult the local borough office if you have any questions about whether the PAS applies to a specific application.

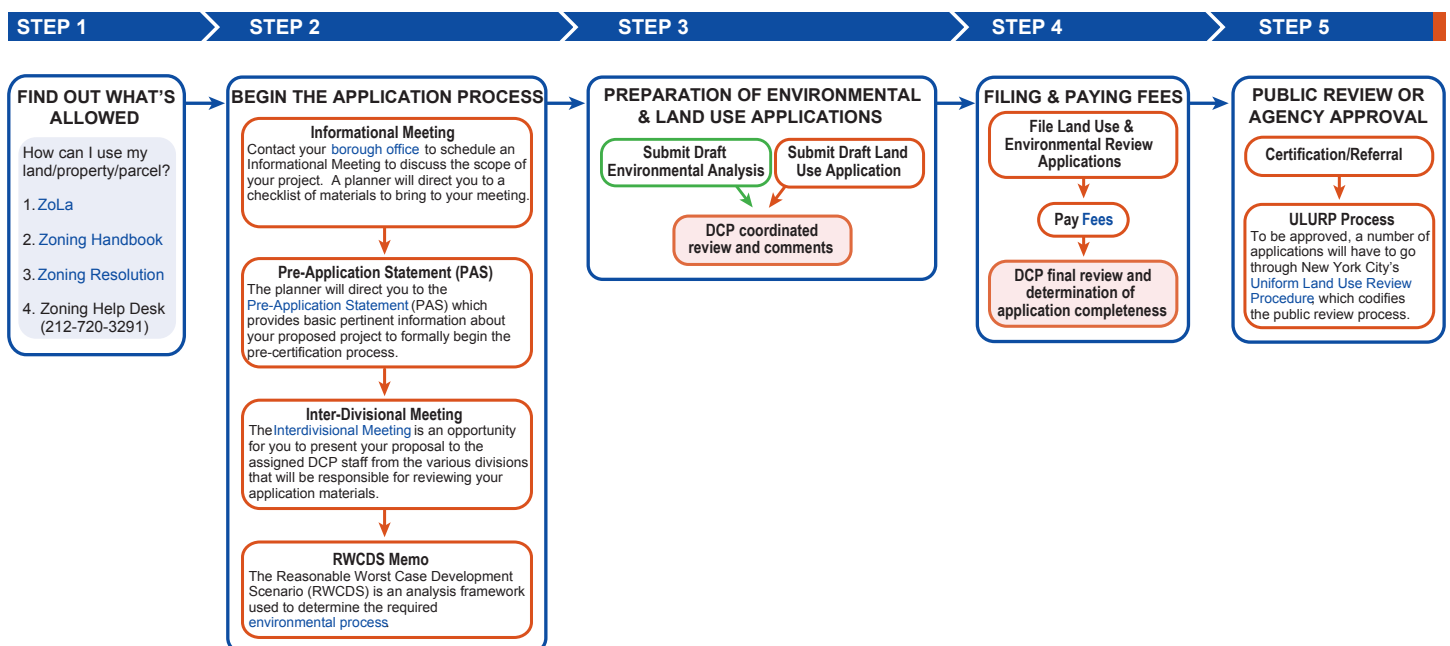
- The PAS may be submitted by email (**preferred**) to: CentralIntake@planning.nyc.gov
- Hard copy may be submitted by visiting the:

Department of City Planning Central Intake Office

120 Broadway, 31st Floor, NY, NY 10271; 212-720-3366

Monday, Tuesday, Thursday—9 am to 1 pm; Wednesday—1 to 6 pm; Friday—9 am to 3 pm

OVERVIEW OF THE APPLICATION PROCESS SUPPORTED BY THE PAS





Pre-Application Statement Form

HAS AN INFORMATIONAL MEETING WITH THE APPROPRIATE BOROUGH OFFICE OR DIVISION BEEN HELD?

☐ NO (**DO NOT COMPLETE/SUBMIT THIS FORM** If you **HAVE NOT CONTACTED** the appropriate Borough or Division Office)

☐ YES, with Staff name)

DATE OF MEETING:

INSTRUCTIONS

Please complete the form in its entirety. When prompted please provide detailed information by filling out the editable form. Failure to provide detailed, relevant information will result in the PAS being rejected. If you need assistance, please refer to the applicant portal on our website at: <http://www1.nyc.gov/site/planning/applicants/applicant-portal/step2-begin-process.page> or contact the appropriate Borough Office. The Department of City Planning understands that some projects may not be fully formed at the submission of the PAS. Please give as much detailed information as possible.

The Pre-Application Statement (PAS) **must be accompanied by the required attachments** listed in Section 7, page 5. Additional material that helps to explain the proposed project may also be submitted as described in Section 7.

Project ID No.

Project Name

1a. Prospective Applicant/Representative Contact Information

PROSPECTIVE APPLICANT NAME, COMPANY OR ORGANIZATION		
PROSPECTIVE APPLICANT CONTACT PERSON		
ADDRESS		
CITY	STATE	ZIP
TELEPHONE	FAX	
EMAIL		
APPLICANT'S PROPERTY INTEREST: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other (please explain)		

PROSPECTIVE APPLICANT'S PRIMARY REPRESENTATIVE NAME		
COMPANY/AGENCY OR ORGANIZATION		
ADDRESS		
CITY	STATE	ZIP
TELEPHONE	FAX	
EMAIL		
ROLE (please check all that apply) <input type="checkbox"/> Land Use Lawyer <input type="checkbox"/> Architect <input type="checkbox"/> Environmental Consultant <input type="checkbox"/> Other		

PROSPECTIVE CO-APPLICANT NAME, COMPANY OR ORGANIZATION		
PROSPECTIVE CO-APPLICANT CONTACT PERSON		
ADDRESS		
CITY	STATE	ZIP
TELEPHONE	FAX	
EMAIL		

PROSPECTIVE APPLICANT REPRESENTATIVE 2 (if retained)		
COMPANY/AGENCY OR ORGANIZATION		
ADDRESS		
CITY	STATE	ZIP
TELEPHONE	FAX	
EMAIL		
ROLE (please check all that apply) <input type="checkbox"/> Land Use Lawyer <input type="checkbox"/> Architect <input type="checkbox"/> Environmental Consultant <input type="checkbox"/> Other		

PROSPECTIVE CO-APPLICANT NAME, COMPANY OR ORGANIZATION		
PROSPECTIVE CO-APPLICANT CONTACT PERSON		
ADDRESS		
CITY	STATE	ZIP
TELEPHONE	FAX	
EMAIL		

PROSPECTIVE APPLICANT REPRESENTATIVE 3 (if retained)		
COMPANY/AGENCY OR ORGANIZATION		
ADDRESS		
CITY	STATE	ZIP
TELEPHONE	FAX	
EMAIL		
ROLE (please check all that apply) <input type="checkbox"/> Land Use Lawyer <input type="checkbox"/> Architect <input type="checkbox"/> Environmental Consultant <input type="checkbox"/> Other		

2a. Project Area Geographic Information (Project Area refers to all property that would be subject to the proposed actions):Project Area Size ☐ LESS THAN ONE TAX BLOCK ☐ 1 TO 3 TAX BLOCKS ☐ 4 TO 10 TAX BLOCKS ☐ MORE THAN 10 TAX BLOCKS

ADDRESS(ES): (if less than one block)

BLOCK(S) and LOT(S): List tax blocks and lots, including partial lots. If the information does not fit, please attach a separate sheet with the list

BOUNDING STREETS: (if the project area contains more than 10 tax blocks)

BOROUGH:

COMMUNITY DISTRICT(S):

CITY COUNCIL DISTRICT(S):

ZONING MAP NUMBER(S)

2b. Development Site Geographic Information (Development Site refers to all property to be improved as part of the specific development proposed by the applicant, which the land use actions are proposed to 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 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. If the Development Site is the same as the Project Area, please note SAME.)

ADDRESS(ES) (if a development site is site specific)

BLOCK(S) and LOT(S) (List tax blocks and lots, including partial lots. If the information does not fit, please attach a separate sheet with the list)

BOUNDING STREETS (if the development site contains ten or more tax blocks)

3a. Proposed Land Use Actions (WHAT LAND USE ACTIONS DOES THE PROPOSED PROJECT REQUIRE? Please check all that apply and fill in the appropriate information. This is preliminary information and may change following discussion with the DCP.)

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

☐ MODIFICATION — List Previous ULURP NUMBERS☐ RENEWAL — List Previous ULURP NUMBERS

<input type="checkbox"/> ZONING MAP AMENDMENT	Existing (ex. R7-1/C2-4)	To	Proposed (ex. C4-5X)
<input type="checkbox"/> ZONING TEXT AMENDMENT	Affected ZR Section Number	Zoning Resolution Section Title	
<input type="checkbox"/> ZONING SPECIAL PERMIT	Pursuant To (ex. 74-711)	To Modify (ex. 42-10 and 43-17)	
<input type="checkbox"/> ZONING AUTHORIZATION	Pursuant To (ex. 74-711)	To Modify (ex. 42-10 and 43-17)	
<input type="checkbox"/> ZONING CERTIFICATION	Pursuant To (ex. 74-711)	To Modify (ex. 42-10 and 43-17)	

4a. Project Area Information (Project Area refers to all property that would be subject to the proposed actions.)What is the predominant Land Use within a 400' perimeter of the Project Area? ☐ RESIDENTIAL ☐ MANUFACTURING ☐ COMMERCIAL ☐ PARK/FOREST/OPEN SPACE
☐ OTHER (please explain)

What are the Existing Zoning Districts? (please list)

What are the Existing Special Zoning Districts? (please list)

Is the proposed Project Area located on or adjacent to a Waterfront Block or Lot as set forth in the Zoning Resolution? (Please provide a map)

☐ NO ☐ YES

Is the proposed Project Area located in a current or former Urban Renewal Area?

☐ NO ☐ YES ☐ UNSURE AT THIS TIME URBAN RENEWAL AREA NAME:

What is the Legal Street Frontage Status?

☐ MAPPED AND BUILT ☐ PRIVATE ROAD ☐ RECORD STREET ☐ CORPORATION COUNSEL OPINION (CCO) ☐ MAPPED BUT NOT BUILTIs the Land Use Action a Type II for purposes of Environmental Review? (<http://www.dec.ny.gov/permits/39800.html>)☐ YES (skip Section 4b) If yes, please explain rationale:☐ NO (complete entire form) ☐ UNSURE, CANNOT DETERMINE AT THIS TIME (complete entire form)

4b. Project Area Information

To the best of your knowledge are there any of these uses within the Project Area, or within 400' of the Project Area? (check all that apply)

☐ SCHOOL ☐ HOUSE OF WORSHIP ☐ HOSPITAL ☐ ONSITE DRY CLEANING ☐ COMMERCIAL LAUNDRY ☐ AUTO BODY

Is the proposed Project Area adjacent to or across the street from a Park(s) or a Privately Owned Public Space (POPS)?

☐ NO ☐ YES PARK(S) or POPS NAME:

Is the proposed Project Area in an Industrial Business Zone?

☐ NO ☐ YES INDUSTRIAL BUSINESS ZONE NAME:

To the best of your knowledge are there any of these Industrial Emissions Sources within the Project Area, or within 1000' of the Project Area? (check all that apply)

☐ POWER PLANT ☐ MANUFACTURING OR PROCESSING FACILITY ☐ MEDICAL OR CHEMICAL LAB ☐ CONCRETE BATCHING PLANT ☐ OTHER

Is the proposed Project Area within an Underserved Open Space Area? (see Appendix http://www.nyc.gov/html/oec/html/ceqr/technical_manual_2014.shtml)

☐ NO ☐ YES UNDERSERVED OPEN SPACE AREA NAME:

Is the proposed Project Area within or adjacent to a designated Landmark or Historic District?

☐ NO ☐ YES LANDMARK OR HISTORIC DISTRICT NAME:

Does any part of the proposed Project Area lie within the Jamaica Bay Watershed? ☐ NO ☐ YES ☐ UNSURE AT THIS TIME

http://www.nyc.gov/html/oec/downloads/pdf/ceqr/Jamaica_Bay_Watershed_Map.jpg

Is the proposed project area located within a Wetland or Wetland Adjacent Area? ☐ NO ☐ YES ☐ UNSURE AT THIS TIME

Federal: <http://www.fws.gov/wetlands/Data/Mapper.html>

New York: <http://www.dec.ny.gov/animals/38801.html>

If yes, have you contacted the NYS Department of Environmental Conservation or the U.S. Army Corps of Engineers ☐ NO ☐ YES

Is the proposed Project Area located within the NYC Coastal Zone? <http://www.maps.nyc.gov/zola>

☐ NO ☐ YES

Is the proposed Project Area subject to consistency review under the NYC Waterfront Revitalization Program? <http://www1.nyc.gov/site/planning/applicants/wrp/wrp.page>

☐ NO ☐ YES ☐ UNSURE AT THIS TIME

Is the Project Area located within the 1% annual chance floodplain? <http://www.region2coastal.com/>

☐ NO ☐ YES ☐ UNSURE AT THIS TIME

Is Public Transportation located within a half mile of the proposed Project Area? (see www.mta.info)

SUBWAY ☐ NO ☐ YES BUS ☐ NO ☐ YES OTHER:

Is the proposed Project Area located adjacent to a Train or Railroad Right of Way?

☐ NO ☐ YES TRAIN OR RAILROAD RIGHT OF WAY NAME(S):

Is the proposed Project Area located above an underground subway or train line?

☐ NO ☐ YES SUBWAY OR TRAIN NAME(S):

Is the proposed Project Area located adjacent to a Highway?

☐ NO ☐ YES OFFICIAL HIGHWAY NAME:

Is the proposed Project Area located adjacent to an Airport?

☐ NO ☐ YES AIRPORT NAME:

To the best of your knowledge is the proposed Project Area located in an area that is: ☐ SEWERED ☐ PARTIALLY SEWERED ☐ UNSEWERED ☐ UNKNOWN

5a. Development Site Existing Conditions Data (see <http://gis.nyc.gov/doitt/nycitymap/template?applicationName=ZOLA>)

Lot Area of Development Site	Existing Built FAR (for entire development site)	No. of Bldgs (existing)	No. of Stories for lowest Bldg	No. of Stories for highest Bldg	Lowest Bldg Height (in feet)	Highest Bldg Height (in feet)	No. of Curbscuts

Use	Use Group (e.g. UG-6)	Use Group Type (e.g. Medical Office)	Gross Sq. Ft. (GSF)	Zoning Sq. Ft. (ZSF)	Number of Parking Spaces		No. of Dwelling Units
					Enclosed	Unenclosed	
RESIDENTIAL							
COMMERCIAL							n/a
COMMUNITY FACILITY							n/a
INDUSTRIAL/MANUFACTURING							n/a
TOTALS	n/a	n/a					

5b. Development Site Existing ConditionsIs the Development Site a vacant lot? ☐ NO ☐ YESIs the Existing Building(s) currently occupied? ☐ NO ☐ YESLandmark/Historic Designation of the Development Site (check all that apply) ☐ NOT APPLICABLE

Individual Landmark	Historic District
<input type="checkbox"/> CITY	<input type="checkbox"/> NYC CITY HISTORIC DISTRICT <input type="checkbox"/> NON-CONTRIBUTING STRUCTURE
<input type="checkbox"/> STATE	<input type="checkbox"/> STATE HISTORIC DISTRICT
<input type="checkbox"/> FEDERAL	<input type="checkbox"/> NATIONAL REGISTER HISTORIC DISTRICT

Existing or Former Hazardous Material Generating Uses on Development Site (check all that apply) ☐ NOT APPLICABLE☐ HEAVY INDUSTRIAL/MANUFACTURING USE☐ DRY CLEANER☐ GAS STATION OR AUTOMOTIVE SERVICE☐ OTHER (please explain)☐ UNDERGROUND STORAGE TANKSExisting Restrictions on Proposed Development Site (check all that apply) ☐ NOT APPLICABLE

<input type="checkbox"/> E-DESIGNATION	<input type="checkbox"/> NOTICE OF RESTRICTION	<input type="checkbox"/> OTHER (please explain)
<input type="checkbox"/> RESTRICTIVE DECLARATION	<input type="checkbox"/> NOTICE OF CERTIFICATIONS	

Is a Restrictive Declaration or other legal instrument recorded against the project site?

☐ NO ☐ YES IF YES, LIST THE CITY REGISTER FILE NUMBER:☐ CANNOT DETERMINE AT THIS TIME

Is it anticipated that a Restrictive Declaration or other legal instrument will be necessary to approve or implement these actions?

☐ NO ☐ YES ☐ CANNOT DETERMINE AT THIS TIME**6a. Proposed Development Site Project Data** (preliminary estimates)

Proposed Number of Buildings*	Proposed FAR (for entire development site)	No. of Stories (for lowest bldg)	No. of Stories (for highest bldg)	Prop. Lowest Bldg Hght (in feet)	Prop. Highest Bldg Height (in feet)	Proposed No. of Curbscuts

* (if there will be multiple buildings on the Development Site, please fill out the information below for each building on a separate sheet)

Use	Use Group (e.g. UG-6)	Use Group Type (e.g. Medical Office)	Gross Sq. Ft. (GSF)	Zoning Sq. Ft. (ZSF)	Number of Parking Spaces		No. of Dwelling Units
					Enclosed	Unenclosed	
RESIDENTIAL							
COMMERCIAL							n/a
COMMUNITY FACILITY							n/a
INDUSTRIAL/MANUFACTURING							n/a
Total	n/a	n/a					
GRAND TOTAL (if multiple bldgs)	n/a	n/a					

6b. Proposed Development Site Information (if appropriate for the Action)

What Type of Development is Proposed? (check all that apply) Estimated Completion Date (Year)

☐ NEWLY CONSTRUCTED BUILDINGS☐ DEMOLITION☐ ALTERATION☐ ENLARGEMENT (within existing footprint)☐ ADDITION (within existing footprint)☐ CHANGE OF USE☐ OTHER (please explain)

Will the Applicant build on multiple Zoning Lots?

☐ NO ☐ YES ☐ UNSURE AT THIS TIME

Does the proposed Project involve ground disturbance (In Ground Excavation or Sub Surface Disturbance)?

☐ NOT APPLICABLE, TYPE II ☐ NO ☐ YES (please explain)

Will the Project result in an Increase of 200 or more Residential Units on the development site?

☐ NOT APPLICABLE, TYPE II ☐ NO ☐ YES (please explain)

Will the Project generate an increase of 200,000 or more square feet of Commercial Space on the development site?

☐ NOT APPLICABLE, TYPE II ☐ NO ☐ YES (please explain)Is the Proposed Development Parking permitted or required? ☐ PERMITTED ☐ REQUIRED

Is the Proposed Development Site within an Inclusionary Housing Designated Area or a Mandatory Inclusionary Housing Area?

☐ NO ☐ YES If yes provide the INCLUSIONARY HOUSING DESIGNATED AREA NAME:

Does the proposed Development involve discretionary funding for Affordable Housing Units?

☐ NO ☐ YES (please note Federal, State, City or Other Funding) ☐ UNSURE AT THIS TIME

7a. Attachments

The PAS **must be accompanied** by the **Required Maps**. Links have been provided for the appropriate map resources. Maps produced with these resources should be properly annotated to delineate the project area. While not required, a conceptual site plan is encouraged as it will help DCP planners advise you on your proposal. As Needed Information, for high density projects or special situations may include elevations, sections, and massings. You may also include Other Information. If you are including Other Information, please itemize the additional attachments.

REQUIRED

1. PROJECT DESCRIPTION ATTACHMENT
2. TAX MAP <http://gis.nyc.gov/taxmap/library.htm> (if project area has more than one tax block submit a separate map for each tax block)
3. OFFICIAL ZONING MAP <http://www1.nyc.gov/site/planning/zoning/index-map.page> (circle project area)
4. ZoLa LAND USE MAP <http://gis.nyc.gov/doitt/nycitymap/template?applicationName=ZOLA>
5. PHOTOGRAPHS
6. FOR PROJECTS IN THE NYC COASTAL ZONE ONLY:
 - a. Map of project location within the NYC coastal zone <http://gis.nyc.gov/doitt/nycitymap/template?applicationName=ZOLA>
7. FOR CITY MAP CHANGES ONLY:
 - a. Most Recent Borough President's Final Section Map or Most Recent Approved and Filed Alteration Map for the Project Area
 - b. Site Survey Recommended but Not Required

RECOMMENDED

1. SITE PLAN

AS NEEDED INFORMATION (high density projects or special situations)

- | | | |
|---------------|-----------------------------------|---------------------------------------|
| 1. ELEVATIONS | <input type="checkbox"/> INCLUDED | <input type="checkbox"/> NOT INCLUDED |
| 2. SECTIONS | <input type="checkbox"/> INCLUDED | <input type="checkbox"/> NOT INCLUDED |
| 3. MASSINGS | <input type="checkbox"/> INCLUDED | <input type="checkbox"/> NOT INCLUDED |

ADDITIONAL REQUIRED ATTACHMENTS FOR THE FOLLOWING SPECIAL DISTRICTS:

STATEN ISLAND (South Richmond, Special Hillside Preservation, Special Natural Area) and **BRONX** (Special Natural Area)

1. SITE SURVEY — Existing Conditions (only required if there have been changes to previous submissions)
2. PHOTOGRAPHS (only required if there have been changes to previous submissions)
3. SITE PLAN — Proposed Conditions
4. ZONING CALCULATIONS
 - a. Tree Calculations
 - b. Average Percent (%) of Slope (Special Hillside Preservation and Special Natural Area Districts)

OTHER INFORMATION (please itemize)

STATEMENT OF INTENT

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

PROSPECTIVE APPLICANT NAME (please print)

PROSPECTIVE APPLICANT REPRESENTATIVE NAME

PROSPECTIVE APPLICANT SIGNATURE

PROSPECTIVE APPLICANT REPRESENTATIVE SIGNATURE

DATE

DATE

Project Description**INSTRUCTIONS**

Please complete this attachment with detailed information, to the best of your ability. If you need assistance, please refer to a similar template via this link: http://www1.nyc.gov/assets/planning/download/pdf/applicants/applicant-portal/attachment_3_project_description_standard.pdf or contact the appropriate Borough Office.

Project Name**Project ID Number**

1. BACKGROUND (as applicable, include ULURP# of relevant previous actions)

2. DESCRIPTION OF PROPOSED ACTIONS

3. DESCRIPTION OF SURROUNDING AREA

4. DESCRIPTION OF THE PROPOSED PROJECT AREA/PROPOSED DEVELOPMENT SITE

5. DESCRIPTION OF THE PROPOSED DEVELOPMENT