

The Department of City Planning

Guidance on Submitting Application Attachments

Draft land use applications should be prepared following the guidance discussed with City Planning and as described in the Interdivisional Meeting Record. The Department will review a draft land use application only once per project and provide feedback in a comment letter or, as necessary, a working meeting with the applicant team, after which time the applicant will be guided to file the application when it is ready.

Land use applications consist of the land use application form and attachments that clearly describe the proposed land use actions and any development that may be facilitated by, or approved as, part of the proposed actions.

If you have questions regarding how to fill out forms or draft documents, review this guidance document and consult the assigned Lead Planner before submitting. Their responsibilities include ensuring applicants correctly understand how these documents should be completed. All application documents can be viewed for public access on [ZAP Search here](#).

1) Naming Document Files:

Submit attachments as individual PDF files, using numbers in the file title and keeping names short, as they'll appear online alphabetically. Example of three file names below:

- 1_Project Description
- 2_Official Zoning Map
- 3_Tax Map

2) Attaching Large Files:

For large submissions, use ZIP files and subfolders to organize drawings or EIS chapters. Label folders clearly to identify their contents. Use the 'Working Package' in the Portal, created by the Lead Planner, to save:

- Doing Business with the City (DBA) Forms
- Illustrative drawings
- Back up documents for EAS/EIS
- Any Word documents requested by the Lead Planner or EARD Lead

3) To be considered complete, all applications must:

- Have all required information with required attachments.
- Have payment confirmation of any applicable fees.
- Be signed by the applicant or their designated signatory.
- Ensure that all information is accurate, clear, legible, and consistent throughout the entire application package, including forms, written materials, maps, and drawings.
- Have undergone any applicable associated environmental review.
- Be reviewed by NYC City Planning and determined as such.