

Informational Interest Meeting Checklist

Thank you for your interest in undertaking a project with the Department of City Planning. We look forward to working with you to help you understand the actions required to facilitate your project and the application review process. For more general zoning information or information about City Planning's review process, please visit [NYC Planning's webpage for Applicants](#).

To begin your discussions with the Department and receive the most relevant guidance, please visit [NYC Planning Applicants \(Applicant Portal\)](#) and complete the Project Initiation Form. This process allows all applicants to start their own project by submitting contact details, project information, and required project documents. After successful submission and review, the appropriate Borough Office will reach out to you or your primary contact within 15 business days to schedule the *Informational Interest Meeting*.

Borough Offices		
Bronx Office 1775 Grand Concourse, Suite 503 Bronx, NY 10453 Show on map... T. 718-220-8500 F. 718-584-8628 BX_DL@planning.nyc.gov	Manhattan Office 120 Broadway, 31st Floor New York, NY 10271 Show on map... T. 212-720-3480 F. 212-720-3488 MN_DL@planning.nyc.gov	Brooklyn Office 16 Court Street, 7th Floor Brooklyn, NY 11241-0103 Show on map... T. 718.780.8280 F. 718.596.2609 BK_DL@planning.nyc.gov
Queens Office 120-55 Queens Blvd., Room 201 Kew Gardens, NY 11424 Show on map... T. 718-520-2100 F. 718-520-2096 QN_DL@planning.nyc.gov	Staten Island Office 60 Bay Street, 4 th Floor Staten Island NY 10301-2511 Show on map... T. 718-556-7240 F. 718-556-7305 SI_DL@planning.nyc.gov	

The following items are requested in advance of an Informational Interest Meeting through the Project Initiation Form on [NYC Planning Applicants](#):

- ☐ OFFICIAL ZONING SECTIONAL MAP(S)
 - Find your Zoning Map(s) on [ZoLa | NYC's Zoning & Land Use Map](#)
- ☐ OFFICIAL TAX MAP(S)
 - Find your Tax Map(s) here and follow steps 1-3 below: [Property Information Portal](#)
 1. Zoom to select desired area -OR- Search by Borough, Block, and Lot (BBL).
 2. Click on "Tax Map History" tab under the left panel to locate the most current tax map (ending in "9999").
 3. Hover over PDFs to identify the "Map Library" PDF and click to download.

- ☐ LAND USE MAP
 - Create a land use map online with [Applicant Maps](#)
- ☐ COLOR SITE AND AREA PHOTOGRAPHS
 - Include photographs that show the existing conditions on and around the site.
- ☐ COLOR AERIAL PHOTO
 - DCP provides free online aerial photography through [ZoLa](#)

For Projects in the Bronx and Staten Island within:

Special South Richmond Development District (SSRD)

Special Hillside Preservation District (SHPD)

Special Natural Area District Projects (SNAD)

Applicants should submit the items listed above, AND:

- ☐ SITE TOPOGRAPHICAL SURVEY (existing conditions) – *more information is available at the Bronx and Staten Island Offices. Helpful to have been prepared within the last two years.*
 - Showing existing buildings and all walls, patios, porches, decks, terraces and swimming pools
 - Indicate the width of the street and street status (including all streets abutting the site)
 - Show all trees larger than 6" caliper
 - Showing contour lines at 2' intervals
 - Calculate (or indicate) the APS as well as all areas greater than 25%

Other Help Items for Projects in High-Density Areas, SSRDs, SHPDs, and SNADS (not required):

Examples of included areas: Midtown and Lower Manhattan; Downtown Brooklyn; Long Island City; R9, R10, or equivalent zoning districts; or specific lower-density areas in Staten Island.

- ☐ SITE PLAN (existing conditions)
- ☐ Any drawings or documentation that you may have already prepared, for example:
 - Site Plan for Existing and/or Proposed Conditions
 - Elevations
 - Other documents, including previous CPC or BSA actions or other land use restrictions – LDAs, deed restrictions, or drawing