

The Department of City Planning

Pre-Application Statement Exceptions

The Pre-Application Statement (PAS) requests basic pertinent information about a proposed project. The PAS serves multiple goals:

- To help DCP advise applicants early in the process about their project and to better serve applicants throughout the review process. The PAS is not designed to assess the merits of the proposal.
- To provide a formal starting point for the application review process and allows DCP to start tracking progress of a project.
- To allow DCP to assign appropriate staff at the beginning of the review process and coordinate review across multiple divisions. A Lead Planner from the relevant Borough or Division Office will be assigned to manage the proposed project; this planner will be the main contact for you throughout the review process.

Applications that do not need to file the PAS unless actions are coupled with any other application type:

- UDAAPs (standalone only – HA)
- Office Space Leases by the City (PX)
- Business Improvement Districts (BD)
- Enclosed Sidewalk Cafes (EC)
- De Minimis City Map Changes (contact the Technical Review team)
- South Richmond Subdivisions
- South Richmond School Seats
- Easements
- Landmarks and Historic Districts (HK)
- Amended Drainage Plans (MD)
- UWS Certifications (ZR 132-51)
- Continued Uses – (Previously approved Acquisitions – PQ)
- 105-90 Future subdivision Certification, Special Natural Area District
- 119-04 Future subdivision Certification, Special Hillside Preservation District