

Project Initiation Form for Applicants

The Project Initiation Form is a function within the [ZAP Applicant Portal](#) which allows public and private applicants to create their own project records by submitting contact information, project information, and required documents. NYC Planning will review submitted material and reach out to discuss next steps. The steps below describe how the Project Initiation Form in ZAP should be utilized by Applicants.

On [NYC Planning Applicants](#), click **Initiate New Project**.

1. Project Information

Type in the proposed project name, select the borough the project is in, and identify whether the applicant is a public agency or private entity.

2. Contact Information: Primary Contact

A person actively working on this project should complete this field and add themselves as the primary contact. Once this is done, additional team members — including representatives — can be added or changed later. Please enter the first name, last name, email address, and phone number of the primary project contact.

3. Contact Information: Applicant

A person actively working on this project should complete this field and add themselves as the applicant. Once this is done, additional team members — including representatives — can be added or changed later. If the applicant is an organization, split the name of the organization between the name fields (e.g., First Name: *NYC*, Last Name: *Planning*).

4. Project Brief

A sample project brief is provided in the text box under Project Brief. Replace the information in the brackets in the paragraph to the best of your ability. Review the [list of applications reviewed by City Planning](#), the action type's abbreviation, and [required attachments for each action type](#). Note that providing complete information, especially with respect to neighborhood and community district, makes it easier to quickly assign a lead planner from NYC Planning to your project.

5. Attached Documents

The end of this document includes the [Informational Interest Meeting Checklist](#), which are the documents needed before an applicant's first meeting with DCP. Upload the document(s) in PDF format, preferably all in one document.

6. Submit the form

Scroll to the top of the page and click **Submit** on the top right-hand side.

7. View your submission

You will be able to view this submission in the portal, including the Project ID number and preliminary DCP contact information. The Borough Office will review this submission, assign a lead planner, and reach out to the primary contact to initiate the informational interest meeting or to request missing information.