



THE CITY OF NEW YORK  
MANHATTAN COMMUNITY BOARD 3  
59 East 4th Street - New York, NY 10003  
Phone (212) 533-5300  
[www.cb3manhattan.org](http://www.cb3manhattan.org) – [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov)

Alysha Lewis-Coleman, Board Chair

Susan Stetzer, District Manager

**Checklist for BSA zoning resolution variances**

**RE: (address)**

Dear Applicants and Representatives,

Your request for a BSA zoning variance has been placed on the agenda of the next meeting of the Land Use Committee of Community Board 3. The Land Use Committee will meet on:

**at 6:30 P.M.**

Please confirm your attendance at the meeting and submit an electronic version of your BSA application via email to [mn03@cb.nyc.gov](mailto:mn03@cb.nyc.gov). Submitted materials will be posted to the website. Please include required items below to prepare your presentation to the committee.

Please state the type of waiver requested. Also include the following information for both allowable and proposed, if applicable:

- Floor area
- Number of stories
- Building height in feet (base and tower, if applicable)
- Number of units
- Rent levels for each size unit of all units
- Number of affordable units
- Income levels of the affordable units
- Confirmation on whether the affordable unit mix matches the market rate unit mix
- Explanation on how the affordable units are distributed
- What is the basis of your reasonable return (percentage)?

Drawings:

- Site plan with neighboring building heights
- Elevations
- Renderings

Thank you for your help and cooperation. If there are any questions, please call the office.

Sincerely,

Susan Stetzer  
District Manager