

ADMINISTRATIVE NOTICE

TO: Distribution
FROM: Carlo Costanza, Executive Director
DATE: June 12, 2019
SUBJECT: Hearing Notices for Physical Culture Establishment Legalization Applications

EFFECTIVE IMMEDIATELY

For all applications involving the legalization of an existing physical culture establishment (“PCE”), including applications for special permits, amendments, extensions of term and extensions of time to complete construction or to obtain a certificate of occupancy, the applicant must post a Notice of Hearing in all lobbies of all buildings in which the PCE is located (unless the PCE occupies the entire building) in order to notify all building occupants of the scheduled hearing at least 20 days before the hearing, and the applicant must submit photographic proof of such posting to the Board within 10 days of posting.

The Notice of Hearing shall conform in form and substance to the following:

NOTICE

The New York City Board of Standards and Appeals (the “BSA”) has scheduled a public hearing on the following application:

[Application Description]

This application, BSA Calendar No. [####-##-BZ], has been scheduled for Public Hearing on [June 12, 2019], at [10:00 A.M.], located at 22 Reade Street, Spector Hall, Borough of Manhattan.

Interested persons or associations may appear at the hearing to present testimony regarding this application or may submit a written statement to the BSA via mail or email at the following addresses:

U.S. Mail

*NYC Board of Standards and Appeals OR
250 Broadway, 29th Floor
New York, New York 10007-2516*

Email

submit@bsa.nyc.gov

On any communication with the BSA please include Calendar No. [####-##-BZ] and the property address [## Street], [Borough], New York.