**Instructions:** Please use wording in black text below as applicable or appropriate. Revise <red angle-brackets> using the data from your project, elaborate on items in [red brackets] if they apply, and follow other bulleted guidance. Add additional description for usual aspects of your project as appropriate.

Please show the architect’s or engineer’s header on the top of the first page. Remember to remove all red text prior to submitting.

<Date>

**RE:** **<Address>**

**Block: <#>, Lot: <#>**

**Special South Richmond Development District**

**Staten Island, New York**

Project Description

***Introduction***

This is a private application by <Applicant’s name> for CPC Certification of Future Subdivision pursuant to ZR Section 107-08 to subdivide <number of existing> zoning lot(s) (Tax Block <#>, Lots <#>) into <#> zoning lots in an R <zone> zoning district within the Special South Richmond Development District. The project area is located in the <name> neighborhood of Staten Island, Community District 3.

***Background***

<describe any prior actions by the CPC or city agencies in 2-3 sentences>.

***Description of the Surrounding Area***

The surrounding area primarily consists of one and two-family detached homes within a R <zone> and R <zone> districts. <briefly describe any other uses within 600 feet according to the submitted area map>.

***Description of the Proposed Project Site***

The site (Tax Block <#>, Lots <#>) consists of an <interior or corner> zoning lot(s) and it is <vacant OR improved with <existing structure> which will be demolished to facilitate the subdivision>. The existing zoning lot has a total area of<#> sqaure feet with <#> feet of frontage and lot width on <street>, which is a <#> foot wide <include street status> street. The site has access to <sanitary sewers> within this street.

The site’s topography slopes <include grade change>. There are <#> existing trees of six-inch caliper or more within the existing site. The site <does or does not contain any Designated Open Space or NYSDEC regulated wetlands or wetland adjacent area>.

***Description of the Proposal***

The applicant proposes to subdivide the existing zoning lot(s) (Tax Block <#>, Lots <#>) into <#> zoning lots (Tentative Lots <#>). Proposed lots would have <#> feet of lot width and frontage on <street> and have a lot area of <#> square feet. Upon completion of the subdivision, each lot as proposed could be developed with <#> <detached, semi-detached, or attached> <number of stories> <single-family or two-family> home. Each proposed lot would have <#> trees of six-inch caliper or more.

***Action Necessary to Facilitate the Project***

107-08 Future Subdivision

The applicant requests the Certification of ZR Section 107-08 (Future Subdivision) to subdivide the existing zoning lot (Tax Block <#>, Lots <#>) into <number> zoning lots, one per tax lot. Within the SSRDD, a zoning lot may be subdivided provided that the existing topography, trees of at least six-inch caliper or more and all land located within DOS, to the greatest extent possible, are preserved under future development options. The proposed zoning lots will meet the minimum lot width requirement of <#> feet and minimum lot area requirement of <#> SF for an R<Zone> District.