



# REQUEST TO UPDATE VACANT LAND DESCRIPTION

NYC Department of Finance, Property Division, 66 John Street, 12th Floor, New York, NY 10038 Attn: Assessment Review

**We recommend that you submit this form online at [nyc.gov/finance](http://nyc.gov/finance)** under "Assessments". Click on "Challenge your Assessment". Online forms are processed quickly and you receive a confirmation receipt for your records. If you do not have access to a computer, please follow the instructions below.

**INSTRUCTIONS:** This Request to Update Vacant Land Description is *only* for owners of vacant land. *Only submit* this application if there are changes to the property description and/or if you disagree with the information provided on the latest Notice of Property Value. Finance will evaluate information you have provided and make appropriate changes before we determine your next year's taxes. **The Deadline for Filing this form for both Tax Class 1 and Tax Class 4 is April 3, 2017.**

## SECTION I - GENERAL INFORMATION

Owner's Name: \_\_\_\_\_ Indicate Tax Year: \_\_\_\_\_  
FIRST NAME LAST NAME

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_  
STREET NUMBER AND NAME CITY STATE ZIP CODE

Borough: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

## SECTION II - VACANT LAND INFORMATION UPDATE

Only complete updates for items that have changed or if you disagree with the information provided on the latest Notice of Property Value (NOPV). Please review instructions for complete property description definitions.

VACANT LAND DESCRIPTIONS	REQUESTED UPDATE
1. Zoning.....	<b>ONLY SUBMIT CHANGED DESCRIPTIONS</b>
2. Commercial Overlay.....	
3. Lot Frontage.....	
4. Lot Depth.....	
5. Lot Shape.....	
6. Lot Square Footage.....	
7. Lot Type.....	
8. Land Type 1.....	
9. Land Type 2.....	
10. Land Type 3.....	
11. Tax Classification.....	
12. Building Classification.....	

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATION** I hereby certify that I am the owner or other person responsible for the payment of taxes, or the person authorized by the owner to make this statement. I certify that all information contained in this statement is true and correct to the best of my knowledge and belief. I understand that the willful making of any false statement of material fact herein will subject me to the provisions of the law relevant to the making and filing of false instruments and will render this statement null and void.

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

## INSTRUCTIONS

### This form is to be used for Vacant Land only

**Reason to File this Form.** Use this form to request an update of the vacant land's description contained in the annual Notice of Property Value (NOPV). *Only* submit items that have changed or if you disagree with the information provided on the latest NOPV. Write changes in the "Requested Update" column on the right side of page 1. Note: While changes in description may affect Finance's estimate of your property's market value, they do not necessarily impact the assessed value on which your taxes are calculated.

**We recommend that you submit this form online at:**

nyc.gov/finance under "Assessments". Click on "Challenge your Assessment" otherwise mail this form to the NYC Department of Finance, Property Division, 66 John Street, 12th Floor, New York, NY 10038.

**Filing Deadline - April 3, 2017**

**Descriptive Property Description Definitions:**

- Zoning** - the zoning designation for this lot made by the Department of City Planning.

Zoning types are:

- R - Residential
- C - Commercial
- M - Manufacturing
- BPC - Battery Park City
- Park - Park or cemetery

- Commercial Overlay** - a designation for this lot made by the Department of City Planning indicating that all or a portion of a residentially zoned lot is also zoned for commercial use.
- Lot Frontage** - the linear dimension of the front of the lot measured in feet.
- Lot Depth** - the depth of the lot measured in feet.
- Lot Shape** - the shape of the lot, designated as either regular or irregular, which is any non-rectangular shape.
- Lot Square Footage** - the total amount of square feet of the lot.
- Lot Type** - indicates the relative geographic location of one lot to another and/or to water. Where a lot meets more than one definition, Finance will choose the most appropriate definition.

Lot types are:

- Block Assemblage - a tax lot which encompasses an entire block.
- Waterfront lot - a tax lot abutting a body of water.
- Corner - a tax lot abutting two intersecting streets.
- Through - a tax lot that connects two streets and fronts on both streets.

- Inside - a tax lot that does not meet any of the other definitions. The majority of lots carry this classification.
- Interior - a tax lot that is land-locked (no street frontage).
- Island - a tax lot that is entirely surrounded by water.
- Alley/Sliver - a tax lot that is usually twelve or fewer feet wide.
- Submerged Land - a tax lot which is totally or mostly submerged in water.

- 8-10. Land Type** - A lot may have more than one land type.

Land types are:

- Upland - Any land area not submerged that extends inland from the bulkhead line.
- Land Under Water - the area extending from the bulkhead line to the pierhead line.
- Submerged Upland - any upland which is submerged.
- Mapped - the portion of a tax lot that extends into a mapped street.
- Excess Land - land that is not needed for the primary use of the lot.
- Wetlands - land that is officially designated a wetland by the New York State Department of Environmental Conservation.
- Easement - a right held by one person to use the land of another for a specific purpose, such as access to other property.
- Homeowners Association Common Area.
- Adjacent Wetlands – land that is designated a buffer zone to officially designated wetlands.

- 11. Tax Classification** - State law requires that Finance assign every property to one of four tax classes:

**Class 1:** Includes most residential property of up to three units (one-, two-, and three-family homes and small stores or offices with one or two apartments attached), and most condominiums that are not more than three stories.

**Class 2:** Includes all other property that is primarily residential, such as cooperatives and condominiums.

**Class 3:** Includes property with equipment owned by a utility company.

**Class 4:** Includes all commercial or industrial property, such as office or factory buildings.

- 12. Building Classification** - A 2 character code, which categorizes property by use; the best description for the overall use of the property.

Valid codes can be found at:

<http://www1.nyc.gov/assets/finance/jump/hlpbldgcode.html>.