Informational Interest Meeting Checklist

Thank you for contacting the Department of City Planning. We look forward to working with you to help you understand the actions required to facilitate your project and the application review process. For more general zoning information or information about City Planning's review process, please visit the applicant portal.

In order to begin your discussions with the Department and help us provide the best guidance to you, please call the appropriate Borough Office to identify the relevant professional planner for your area, and then gather the as many of the items listed in this checklist as possible and submit them to your Borough Office contact. Following receipt of these materials, your Borough Office contact will reach out to you or your representative to schedule an *Informational Interest Meeting*.

The purpose of the *Informational Interest Meeting* is to discuss preliminary information about your site and your proposed development. At the meeting, Department professionals will explain the pre-certification process and Uniform Land Use Review Procedure (ULURP) and advise you about key next steps.

Informational Interest Meetings are not required for requests for School Seat and Sub-division actions within the Special South Richmond Development District. This only applies when these actions are the only action requested.

Borough Offices		
Bronx Office One Fordham Plaza, 5th Fl. Bronx, NY 10458-5891 Show on map... *T.* 718-220-8500 *F.* 718-584-8628 BX_DL@planning.nyc.gov	**Manhattan Office** 120 Broadway, 31st Floor New York, NY 10271 Show on map... *T.* 212-720-3480 *F.* 212-720-3488 MN_DL@planning.nyc.gov	**Brooklyn Office** 16 Court Street, 7th Floor Brooklyn, NY 11241-0103 Show on map... *T.* 718.780.8280 *F.* 718.596.2609 BK_DL@planning.nyc.gov
Queens Office 120-55 Queens Blvd., Room 201 Kew Gardens, NY 11424 Show on map... *T.* 718-286-3170 *F.* 718-286-3183 QN_DL@planning.nyc.gov	**Staten Island Office** 130 Stuyvesant Place, 6th Fl. Staten Island NY 10301-2511 Show on map... *T.* 718-556-7240 *F.* 718-556-7305 SI_DL@planning.nyc.gov	

Informational Interest Meeting Checklist

The following items are requested in advance of an Informational Interest Meeting:

- ☐ **OFFICIAL ZONING SECTIONAL MAP(S)**
  - Find your Zoning Map(s) here: http://www.nyc.gov/html/dcp/html/zone/zmf.shtml
  - Zoning Map Repository: http://www.nyc.gov/html/dcp/html/zone/zonedex.shtml
- ☐ **OFFICIAL TAX MAP(S)**
  - Find your Tax Map(s) here: http://gis.nyc.gov/taxmap/library.htm
  - Note: Select "Current Map" on the left hand side of the *Digital Tax Map Application,* under "Show"
- ☐ **COLOR AERIAL PHOTO**
  - DCP provides free online aerial photography through ZoLa: http://gis.nyc.gov/doitt/nycitymap/template?applicationName=ZOLA
- ☐ **LAND USE MAP**
  - Use the ZoLa Application to create a free land use map online: http://gis.nyc.gov/doitt/nycitymap/template?applicationName=ZOLA
- ☐ **COLOR SITE AND AREA PHOTOGRAPHS**
  - Include photographs that show the existing conditions on and around the site.

For Projects in the Bronx and Staten Island within:

Special South Richmond Development District (SSRD)
Special Hillsides District
Special Natural Area District Projects

Applicants should bring the items listed above, AND:

- ☐ **SITE TOPOGRAPHICAL SURVEY (existing conditions)** – *more information is available at the Bronx and SI Offices. Helpful to have been prepared within last two years.*
  - Showing existing buildings and all walls, patios, porches, decks, terraces and swimming pools
  - Indicate the width of the street and street status (including all streets abutting the site)
  - Show all trees larger than 6" caliper
  - Showing contour lines at 2' intervals
  - Note all areas of 10% or greater slope, through hatching, clearly labeled as: 10%, 10-14%, 15-19%, 20-24%, 25% or more (**NOT REQUIRED** for SSRD applications)
  - Percent and SF of pervious area and percent and SF of impervious area for the development site

Other Helpful Items (but not required) for projects in High-Density Areas:

Areas such as: Midtown and Lower Manhattan, Downtown Brooklyn, Long Island City, or R9 and R10 or equivalent zoning districts.

- ☐ **SITE PLAN (existing conditions)**
- ☐ Any drawings or documentation that you may have already prepared, for example:
  - Site Plan of Existing and/or Proposed Conditions
  - Elevations
  - Other documents, including previous CPC or BSA actions or other land use restrictions – LDAs, deed restrictions, or drawings