

FILING REQUIREMENTS FOR NEW APPLICATIONS

Effective April 1, 2020

Submit one (1) original, one (1) copy of the appropriate Application Form and all attachments to the Board office, 250 Broadway, 29th Floor, New York, NY 10007. An electronic copy (CD or a USB Flash Drive) of the complete application must be provided at the time of filing the application at the Board office. An appointment is required and must be made by calling 212-386-0009. Appointments can be made between 9:00 a.m. and 4:00 p.m. Monday through Friday.

All filings must be made in person at the Board office, and incomplete applications will not be accepted. The applicant, and not Board staff, is responsible for stamping and clocking all copies of the application at the Board office. The first page of each individual document, and all plans, must be stamped and clocked.

The CD or USB Flash Drive of the digital materials must contain the following:

- The address of the subject application must be written on the CD or on an envelope containing a USB Flash Drive.
- The labeling of each document of the CD or USB Flash Drive must match the instruction on the following page. If you are providing a document that is not listed on the attached pages, please label accordingly (e.g., “BZ Application Form”, “DOB Objection”, etc.).
- The CEQR documents (e.g., EAS, Type II checklist, etc.) must be included as an individual file on the CD or USB Flash Drive and not on separate media.
- A new application cannot be filed via email. A CD or USB Flash Drive is required.

For assistance in filing a new application, contact the Records Unit at 212-386-0009.

REQUIREMENTS FOR ELECTRONIC COPIES OF NEW APPLICATIONS

All digital documents must be clearly legible, including color photos. Poorly scanned copies will not be accepted and will result in the rejection of the filing.

Each document must be filed separately so that an appropriate index can be created. Do not group large documents together in one PDF. Certifications should be included as the last page of the PDF.

Not following the labeling scheme and instructions will result in rejection of the filing.

- Do not add numbering or letters in the prefix of a label.
- Do not abbreviate. (Example: Statement of Facts and Findings should not be labeled SOF.)
- Do not add extraneous information to the label.
- Documents requiring signatures, notaries or professional seals must contain them.

Example of Labeling of documents for filing:

Application Form

Table of Contents

Department of Buildings Objection

Affidavit of Ownership

Statement of Facts and Findings

Certificate of Occupancy

Evidence of Uniqueness/Hardship

Financial Feasibility Analysis

Zoning Map

Zoning Analysis Form

Radius Diagram/Land Use Map

Photographs

Existing/Proposed Plans

List of Affected Property Owners and Tenants

Environmental Assessment Statement

Phase I Study

Traffic Study