

## FILING REQUIREMENTS FOR NEW APPLICATIONS AND SUBSEQUENT SUBMISSION

### Filing a New Application

- Provide one (1) original, one (1) copy and one (1) CD of the complete application.
- All new filings must be made in person at the Board office, 250 Broadway, 29th Floor. An appointment is required, and must be made by calling (212) 386-0009. Appointments can be made between 9:00 am and 4:00 pm.

### Filing Responses to Board or Staff Comments

- Provide one (1) original, one (1) copy and one (1) electronic copy.
- All hard copy submission must be made in person at the Board office, 250 Broadway, 29th Floor. An appointment is required, and must be made by calling (212) 386-0009. Appointments can be made between 9:00 am and 4:00 pm.
- The electronic copy materials must be emailed to [submit@bsa.nyc.gov](mailto:submit@bsa.nyc.gov) prior to submitting the hard copies to the Board office. If a submission is too large to be submitted via email, a CD containing the materials may be brought along with the hard copy submission.

For assistance in filing a new application contact the Records Unit at 212-386-0009. For assistance regarding digital submission contact Mr. Vincent Rivas, Records Specialist at 212-386-0079.

## **REQUIREMENTS FOR FILING BY EMAIL AND CD**

### **Email and CD requirements**

- All files attached to the email or on the CD must be clearly legible, including color photos. Poorly scanned copies will not be accepted.
- All documents provided in the corresponding paper filing must be attached to the email or included on the CD.
- Documents attached to the email or on the CD must be saved as individual PDF files (i.e., do not group large documents together in one PDF).

### **Requirements for filing a CD for a new application**

- The address must be written on the CD.
- The name and ordering of each file on the CD must match the instructions on the following pages (“New application: Order and naming of files on the CD”). If you are providing a document which is not listed on the attached pages, please label accordingly (e.g., “Geotechnical Report”). If an item listed on the attached pages is not required for your application (e.g., a special permit does not require a financial feasibility analysis), then do not include the item, and change the alphabetizing of files accordingly.
- If the application includes multiple exhibits (which is common for interpretive appeals and vested rights applications) include a separate table of exhibits.
- The CEQR documents (EAS or Type II checklist) must be included as an individual file on the CD and not on a separate CD.
- A new application cannot be filed via email. A CD is required.

### **Requirements for filing a submission by email or CD**

- Email submissions must be sent to [submit@bsa.nyc.gov](mailto:submit@bsa.nyc.gov) and the examiner must be copied.
- The BSA calendar number and, if applicable, the scheduled hearing date must be written on the CD or in the email subject heading.
- The completed BSA Submission Notice and cover letter must be included on the CD or attached to the email. Title the documents “00.Submission Notice” and “0.Cover Letter”
- The files on the CD or attached to the email must be accurately labeled. If the document is a revision, note that it is a revision - for example, “Revised Statement of Findings 2-1-2014” – and be sure to be consistent with naming - for example, “Exhibit C – Case Law” should be, when revised, “Revised Exhibit C – Case Law 2-1-2014”.
- If any plans are being revised in the submission, provide a complete set of new plans. The cover letter must identify which plan sheets have been revised.
- Within 24 hours of sending the email, the required number of paper copies must be brought to the Board office. If received by 5 pm, email submissions will be clocked in for the day received. After 5 pm, email submissions will be clocked in on the following workday.

## Order and Naming of Documents on CD

<u>BZ Applications</u>	<u>SOC Applications</u>
<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Department of Buildings Objection</li> <li>3. Affidavit of Ownership</li> <li>4. Statement of Facts</li> <li>5. Statement of Findings</li> <li>6. Certificate of Occupancy</li> <li>7. Evidence of Uniqueness/Hardship</li> <li>8. Financial Feasibility Analysis</li> <li>9. Zoning Map</li> <li>10. BSA Zoning Analysis Form</li> <li>11. Tax Map</li> <li>12. Radius Diagram/Land Use Map</li> <li>13. Photographs</li> <li>14. Existing Conditions Plans</li> <li>15. Conforming Plans</li> <li>16. Proposed Conditions Plans</li> <li>17. Alternative Scenario/ Lesser Scenario Plans</li> <li>18. List of Affected Property Owners and Tenants</li> <li>19. CEQR Application</li> <li>20. FIRM Map</li> </ol>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Statement of Facts</li> <li>3. Affidavit of Ownership</li> <li>4. Department of Buildings Objection</li> <li>5. Board History</li> <li>6. Certificate of Occupancy</li> <li>7. Violation History</li> <li>8. Certificate of Inspection and Compliance</li> <li>9. Compliance Chart and Supporting Evidence</li> <li>10. CEQR Protocol Affidavit</li> <li>11. Other Agency Permit/License</li> <li>12. Zoning Map</li> <li>13. Tax Map</li> <li>14. Radius Diagram/Land Use Map</li> <li>15. BSA Zoning and Sign Analyses Forms</li> <li>16. Photographs</li> <li>17. BSA Resolutions</li> <li>18. Previously-Approved BSA Plans</li> <li>19. Existing Plans</li> <li>20. Proposed Plans</li> <li>21. FIRM Map</li> </ol>

<u>Appeals Applications</u>	<u>BZY Applications</u>
<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Statement of Facts and Findings</li> <li>3. Table of Exhibits</li> <li>4. Affidavit of Ownership</li> <li>5. Department of Buildings Determination</li> <li>6. BSA Resolutions</li> <li>7. Court Actions</li> <li>8. Permit Information</li> <li>9. Zoning, Building, or Other Applicable Code Sections</li> <li>10. Relevant Case Law</li> <li>11. Zoning Map</li> <li>12. Tax Map</li> <li>13. Survey Map</li> <li>14. BSA Zoning Analysis Sheet</li> <li>15. Radius Diagram and/or Area Map</li> <li>16. Plans</li> <li>17. Photographs</li> <li>18. Construction Information</li> <li>19. Financial Information</li> <li>20. FIRM Map</li> </ol>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Statement of Facts</li> <li>3. Statement of Findings</li> <li>4. Affidavit of Ownership</li> <li>5. Permit Information</li> <li>6. Construction Information</li> <li>7. Financial Information</li> <li>8. Zoning Map</li> <li>9. City Planning Commission Report</li> <li>10. Department of Buildings Plans</li> <li>11. Photographs</li> <li>12. FIRM Map</li> </ol>