

SPECIAL PERMIT ZR §73-36 FILING CHECKLIST

	Items	Required
1	BZ Application Form	<input checked="" type="checkbox"/>
2	Department of Buildings Objections	<input checked="" type="checkbox"/>
3	Affidavit of Ownership – Lessee/Operator ¹	<input checked="" type="checkbox"/>
5	Statement of Facts and Findings	<input checked="" type="checkbox"/>
6	Certificate of Occupancy	<input checked="" type="checkbox"/>
7	Zoning Map	<input checked="" type="checkbox"/>
8	Tax Map	<input checked="" type="checkbox"/>
9	Photographs – Including interior if applicable	<input checked="" type="checkbox"/>
10	Proposed Conditions Plans	<input checked="" type="checkbox"/>
11	Radius Diagram/Land Use Map	<input checked="" type="checkbox"/>
12	List of Affected Property Owners & Tenants	<input checked="" type="checkbox"/>
13	CEQR Application/Checklist	<input checked="" type="checkbox"/>
14	Principal & PCE Questionnaire Forms	<input checked="" type="checkbox"/>
15	Massage Therapy Licenses, if applicable ²	
16	Prior Approved Plans and Resolutions, if applicable ³	
17	Landmarks Preservation Commission Approvals, if applicable	
18	Flood Map	<input checked="" type="checkbox"/>

Applicant’s Signature

Board Front Desk Signature

¹ Note, if filing pursuant to ZR § 73-36(b), the application must be made jointly by the owner of the building and PCE operator.

² If the application is for a legalization and massage services are being provided, provide copies of valid New York registration certificate for each licensed professional providing massage services.

³ When the site has been subject to prior BSA approval(s).