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PROCEDURE FOR PRE-APPLICATION MEETINGS

Pre-application Meetings are designed to facilitate discussion between potential applicants and the BSA of development proposals that may require discretionary relief.

Such meetings are conducted on an informal basis, and have no bearing on the ultimate outcome of the case if subsequently filed. Although the BSA greatly favors the use of the Pre-application Meeting process, an application may be formally filed even though a meeting was not held.

Required Materials

Potential applicants should generally submit the following materials at the time that a request for a meeting is made:

- Written explanations of how the proposed application would meet the findings required by the specific relief which should be supported by preliminary back up materials (e.g. where poor or contaminated soils are claimed, provide soil boring reports and test results).
- Drawings and zoning calculations that illustrate the proposed waivers;
- Provide a draft of the proposed DOB objection language for which the waivers would be sought
- Zoning and Sanborn maps highlighting the location of the subject parcel.
- For amendments to previous approvals, provide BSA approved drawings and all prior applicable Board resolutions.

Three (3) hardcopies of the materials will be required as well as a CD containing all materials separately labeled in .pdf format once a meeting date has been scheduled.

Meeting Process

Potential applicants are expected to provide a description of the proposal, the premises and its location, and the requested waivers. Clients often provide an initial statement as well. Architects or financial consultants may then elaborate on the proposal or explain submitted materials.

Applicants should anticipate questions as to the merits of the proposal, and suggestions on both substantive and procedural issues. If, at the conclusion of the meeting, significant outstanding issues remain, applicants may be advised to schedule a second meeting, or to submit a Draft Application.

Contact Information

Please contact Anita Lew, Executive Assistant to the Chair at 212-386-0066 to schedule a meeting. Materials may be submitted to the attention of the Chair or the Executive Director.

For questions, please contact Carlo Costanza, Executive Director at 212-386-0068.