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## REQUIREMENTS FOR RESPONSES TO BOARD OR STAFF COMMENTS

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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 submission must be provided 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 hard copy submissions must be made in person at the Board office. 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 Electronic copy 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 or USB Flash Drive of the digital materials must be brought along with the hard copy submission.

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.

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

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## REQUIREMENTS FOR ELECTRONIC COPIES OF SUBMISSIONS

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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 submission.

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 submission.

- 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.
- Use consistent labeling for documents of the same type, especially where the second document supersedes the first. (Example: Both an original and revised Traffic Study should use the label Traffic Study.)
- Documents requiring signatures, notaries or professional seals must contain them.

Example of Labeling of documents for filing:

Submission Notice

Table of Contents

Cover Letter

Department of Buildings Objection

Statement of Facts and Findings

Financial Feasibility Analysis

Existing/Proposed Plans

Environmental Assessment Statement

Phase I Study

Traffic Study