

# ADMINISTRATIVE NOTICE

TO: Distribution  
FROM: Carlo Costanza, Executive Director  
DATE: March 13, 2020  
SUBJECT: Precautions for Public Hearings and Review Sessions

## **EFFECTIVE IMMEDIATELY**

Due to concerns raised by COVID-19, the Board of Standards and Appeal is making certain recommendations about its public hearings and review sessions out of an abundance of caution. General information and recommendations to slow the spread of COVID-19 are available from the City's Department of Health and Mental Hygiene on [www.nyc.gov](http://www.nyc.gov).

## **PUBLIC TESTIMONY**

Members of the public are strongly encouraged to submit testimony electronically to [submit@bsa.nyc.gov](mailto:submit@bsa.nyc.gov) in accordance with the Board's [guidelines on submitting testimony](#) instead of appearing at public hearings in person. The Board's commissioners review and consider the entirety of the administrative record, which includes all public testimony, before voting on an application. No additional weight will be given to oral testimony over written testimony, so appearing in person at public hearings is discouraged until further notice.

Videos of the Board's public hearings and review sessions are posted to the Board's website shortly after each hearing.

## **APPLICANT TESTIMONY**

Applicants are strongly encouraged to submit responses to Board comments electronically to [submit@bsa.nyc.gov](mailto:submit@bsa.nyc.gov). The Board's commissioners review and consider the entirety of the administrative record before voting on an application. No additional weight will be given to oral testimony over written testimony, so appearing in person at public hearings is discouraged until further notice.