



**Board of Standards
and Appeals**

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Margery Perlmutter
Chair/Commissioner

ADMINISTRATIVE NOTICE

TO: Distribution
FROM: Carlo Costanza, Executive Director
DATE: September 15, 2021
SUBJECT: Digital Applications

EFFECTIVE IMMEDIATELY

The Board of Standards and Appeals has recently promulgated rules to enable it to maintain its application records as digital documents without paper copies. Filings and submissions are no longer required to be submitted in person at the Board's office.

APPLICATION FILING

New application filings must be submitted electronically to BSAfilings@bsa.nyc.gov. Initial submissions will not be deemed accepted until reviewed and approved by staff.

Incomplete applications will not be accepted. After an initial review, a calendar number and, where applicable, a CEQR number will be issued, and the applicant will be directed to pay the required fees.

The email subject line to BSAfilings@bsa.nyc.gov must include the subject property's address, and each document must be labeled in accordance with the Board's filing instructions. CEQR documents must be included as individual files.

Questions about potential submissions should be directed to the Board's office at (212) 386-0009.

FOLLOW-UP SUBMISSIONS FOR ACTIVE APPLICATIONS

After an application has been filed, follow-up submissions will only be accepted electronically to Submit@bsa.nyc.gov with the BSA calendar number and subject property's address in the email subject line.

Follow-up submissions must include a clear cover letter detailing the contents and an explanation for their submission, the name of the assigned project manager, and the hearing date (if applicable).

Questions about follow-up submissions should be directed to the assigned project manager by email. If the project manager is unavailable, questions should be directed to the Board's office at (212) 386-0009.

APPLICATION REFERRAL, FOLLOW-UP SUBMISSIONS, AND HEARING NOTICES

The Board's requirements to send application materials, including copies of application materials and hearing notices, to other persons and entities should be met as follows:

- Community Boards must receive a digital copy plus a paper hard copy by first-class mail.
- Other government entities (including the City Planning Commission and elected officials) may be sent only a digital copy to their preferred email address.
- Affected neighbors (including property owners and tenants) must be sent a paper hard copy of the hearing notice by first-class mail.

REVIEW OF CASE FILES AND ARCHIVAL MATERIALS

Until further notice, the Board is not allowing in-person review of case files and archival materials. If certain documents are required, please reach out to the Board's office at (212) 386-0009, and staff will work to accommodate any requests electronically or by mail.