



**Board of Standards
and Appeals**

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Margery Perlmutter
Chair/Commissioner

ADMINISTRATIVE NOTICE

TO: Distribution
FROM: Carlo Costanza, Executive Director
DATE: June 1, 2018
SUBJECT: Submission of Presentation Materials Used at Community Board Hearings

EFFECTIVE JUNE 1, 2018

Pursuant to Local Law 103 of 2017, in relation to applications for variances and special permits:

If a public hearing is held [by the affected Community Board or Borough Board], the applicant shall submit to the board of standards and appeals a copy of any presentation materials utilized at the hearing, as well as a notarized statement executed under penalty of perjury that such materials are true and correct and are as presented to the community board, and such community board may submit to the board of standards and appeals a copy of any testimony presented or materials received from the applicant for such application.

Where the affected Community Board or Borough Board holds a public hearing on an application for a variance or special permit **on or after May 30, 2018**, the applicant's representative must submit (1) a copy of any presentation materials used at the hearing along with (2) a notarized statement executed under penalty of perjury that such materials are true and correct and are as presented to the affected Community Board or Borough Board.

The affected Community Board or Borough Board is also welcome to submit copies of presentation materials used at the hearing.

Examples of acceptable copies of presentation materials that are typically used include:

- Handouts;
- Photographic copies of poster boards in PDF format; and
- Printouts of PowerPoint presentations in PDF format.

Copies of presentation materials are required to be electronically submitted to submit@bsa.nyc.gov (with the applicable project manager cc'd) within three (3) business days after the public hearing of the affected Community Board or Borough Board.

Hard copies of electronic submissions must still be made in person at the Board office, 250 Broadway, 29th Floor. An appointment is required and must be made between 9:00 AM and 4:00 PM by calling (212) 386-0009.