



**Board of Standards  
and Appeals**

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**Margery Perlmutter**  
*Chair/Commissioner*

# ADMINISTRATIVE NOTICE

TO: Distribution  
FROM: Carlo Costanza, Executive Director  
DATE: January 11, 2018  
SUBJECT: Revised Submission Requirements for Sites Located in a #Flood Zone#<sup>1</sup>

## **EFFECTIVE JANUARY 16, 2018**

All applications filed on or after Tuesday, January 16, 2018, must provide a copy of the most recent applicable #flood maps#<sup>2</sup> indicating the location of the site thereon and whether the subject site(s) is/are located in a #flood zone#.

All sites located in a #flood zone# must undergo full plan review at the Department of Buildings (“DOB”) prior to filing. The objection sheet for that DOB Plan Examiner Review must be provided to the Board, in its entirety, in addition to all other application materials.

Applications for sites located in a #flood zone# filed prior to January 16, 2018, will, as of that date, be required to obtain a Zoning Resolution Determination (“ZRD1”) and a Construction Code Determination (“CCD1”) from DOB to confirm compliance with the applicable sections of Article 6, Chapter 4 (Special Regulations Applying in Flood Hazard Areas) of the Zoning Resolution and Appendix G of the New York City Building Code, respectively.

Information regarding flood zone locations may be obtained by visiting FEMA’s Base Flood Elevation Address Lookup Tool, available at <http://www.region2coastal.com/view-flood-maps-data/what-is-my-bfe-address-lookup-tool/>.

Preliminary maps released by FEMA are available by searching for the relevant county at <https://msc.fema.gov/portal/advanceSearch> and selecting the folder titled “Preliminary Products / Preliminary FIRM Panels.” An index map file appears at the top of the list.

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<sup>1</sup> This Notice does not apply to sites participating in the NYC Mayor’s Office of Housing Recovery Operations’ (“HRO”) Build It Back Program and filed with the Board by HRO on behalf of the property owner, which already undergo review for compliance with applicable zoning and Building Code regulations relating to flood resiliency. “Flood Zone,” as used in this Notice, refers to the term defined in Section 12-10 of the New York City Zoning Resolution as “the area that has a one percent chance of flooding in a given year, as indicated on the effective Flood Insurance Rate Maps, plus any additional area that has a one percent chance of flooding in a given year, as indicated on the #flood maps#.”

<sup>2</sup> Per ZR § 12-10: “Flood Maps’ shall be the most recent advisory or preliminary maps or map data released by the Federal Emergency Management Agency (FEMA) **after October 28, 2012**, until such time as the City of New York adopts new final Flood Insurance Rate Maps. When new final Flood Insurance Rate Maps are adopted by the City of New York superseding the Flood Insurance Rate Maps in effect on October 28, 2012, #flood maps# shall be such new adopted final Flood Insurance Rate Maps” (emphasis added).