



**Board of Standards
and Appeals**

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Margery Perlmutter
Chair/Commissioner

ADMINISTRATIVE NOTICE

TO: Distribution
FROM: Carlo Costanza, Executive Director
DATE: December 21, 2017
SUBJECT: Submissions and Adjournments for Continued Hearing Items

EFFECTIVE JANUARY 1, 2018

For items on continued hearing calendars, the full submission of all items requested at the previous hearing and review session are required to be electronically submitted to submit@bsa.nyc.gov (with the applicable project manager cc'd) by **11:59 PM on the submission date**.

Submissions must be accompanied by a cover letter identifying the contents in list form.

Failure by the applicant¹ to submit a complete submission by the stated submission date will result in the automatic adjournment of that calendar item to a date to be determined by the Board.

If you are unable to make a complete submission by the required date and time, please electronically submit a letter to submit@bsa.nyc.gov (again, with the applicable project manager cc'd) any time prior to the stated submission date requesting an adjournment.

Example: At the previous hearing, the submission date for a revised financial analysis, revised plans and a revised Statement of Facts was set for Wednesday, January 3 and a continued hearing scheduled for January 23.

Submission of a revised financial analysis, revised plans and a revised Statement of Facts must be electronically submitted to the Board, with a cover letter stating "In response to comments made at the last public hearing and review session dated x/x/xx and x/x/xx, please find attached the following requested materials: 1. a revised financial analysis; 2. a complete set of revised plans; 3. a revised Statement of Facts" (with the applicable project manager cc'd), by 11:59 PM on Wednesday, January 3 or the application will be automatically adjourned at the January 23 hearing. Incomplete submissions (i.e. submission of only the revised financial analysis prior to 11:59 P.M. on Wednesday, January 3, without the requested revised plans and revised Statement of Facts, or followed by electronic submission of those items at 12:32 AM Thursday, January 4) will result in an automatic adjournment.

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.

¹ For cases with opposition represented by counsel, failure by opposition counsel to meet their stated deadline where the applicant has met theirs, will not result in automatic adjournment of that calendar item.